GATEWAY COMPUTER

USER GUIDE

Gateway®

Contents

Chapter 1: Getting Help 1
Thank you for purchasing our computer! 2
Using the Gateway Web site 2
Using Help and Support 2
Searching for a topic 3
Getting help for Windows Media Center 3
Using online help 4
Microsoft Certificate of Authenticity 4

Chapter 2: Using Windows 5
Using the Windows desktop 6
Using the Start menu 7
Adding icons to the desktop 8
Identifying window items 8
Working with files and folders 9
Viewing drives 9
Creating folders 10
Copying and moving files and folders 10
Deleting files and folders 11
Searching for files 12
Using the Windows Search 12
Browsing for files and folders 13
Working with documents 13
Creating a new document 14
Saving a document 14
Opening a document 14
Printing a document 15
Shortcuts 16

Chapter 3: Using the Internet and Faxing 17
Learning about the Internet 18
Setting up an Internet account 19
Accessing your Internet account 19
Using the World Wide Web 19
Connecting to a Web site 20
Downloading files 21
Using e-mail 21
Sending e-mail 21
Checking your e-mail 22
Using Windows Fax and Scan 22
Sending a fax 23
Receiving and viewing a fax 27

Chapter 4: Playing and Creating Media Files 29
Playing music and movies 30
Playing audio and video files 30
Playing optical discs 31

Creating audio files and music libraries 33
Creating music files 33
Building a music library 35
Editing track information 35
Creating music CDs and video DVDs 36
Creating a music CD 36
Creating a video DVD 37
Creating and copying data discs 39
Creating a data disc 39
Using Windows Media Center 40
Starting Windows Media Center 40
Using the Media Center remote control 42

Chapter 5: Networking Your Computer 43
Introduction to Networking 44
Networking terms you should know 44
Ethernet networking 44
Wired Ethernet networking 44
Wireless Ethernet networking 47
Establishing your Ethernet network connection 49
Testing your network 52
Adding a printer to your network 52
Sharing resources 52
Using the network 53
Bluetooth networking 55

Chapter 6: Protecting your computer 57
Hardware security 58
Kensington lock slot 58
Data security 58
Startup and hard drive password 58
Windows user accounts 59
Protecting your computer from viruses 59
Using McAfee SecurityCenter 60
Using Windows Security Center 64
Security updates 65
Windows Update 65
BigFix 66

Chapter 7: Customizing Windows 67
Changing screen settings 68
Changing color depth and screen resolution 68
Changing the appearance of windows and backgrounds 69
Selecting a screen saver 70
Changing gadgets 71
Setting up multiple monitors 73
Changing system sounds 74

Changing mouse settings 75
Adding and modifying user accounts 76
Changing power-saving settings 77
Changing the power plan 77
Changing accessibility settings 79
Using the Ease of Access Center 79
Using voice recognition 80
Setting up parental controls 80
Filtering Internet access 81
Scheduling computer and Internet use 82
Restricting game access 82
Restricting specific programs 84
Creating activity reports 84

CHAPTER 1
Getting Help

- Using the Gateway Web site
- Using Help and Support
- Using online help

Thank you for purchasing our computer!

You have made an excellent decision choosing Gateway. We are sure that you will be pleased with the outstanding quality, reliability, and performance of your new computer. Each and every Gateway computer uses the latest technology and passes through the most stringent quality control tests to ensure that you are provided with the best product possible.

Please read this manual carefully to familiarize yourself with our range of services and support. We have highlighted some basic care and safety information to help you keep your computer in good operating condition.

Gateway stands behind our value proposition to our customers—to provide best-of-class service and support in addition to high-quality, brand-name components at affordable prices. If you ever have a problem, our knowledgeable, dedicated customer service department will provide you with fast, considerate service.

We sincerely hope that you will receive the utmost satisfaction and enjoyment from your new Gateway computer for years to come.

Thanks again, from all of us at Gateway.

Using the Gateway Web site

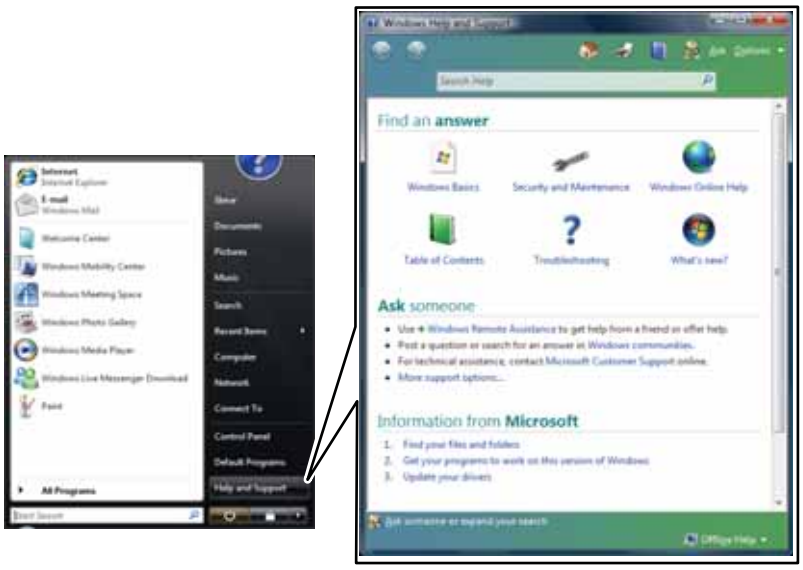
Gateway's online support is available 24 hours per day, 7 days per week and provides the most current drivers, product specifications, tutorials, and personalized information about your computer. Visit the Gateway Support Web site at support.gateway.com.

Using Help and Support

Your computer includes *Help and Support*, an easily accessible collection of help information, troubleshooters, and automated support. Use Help and Support to answer questions about Windows and to help you quickly discover and use the many features of your Gateway computer.

To start Help and Support:

- Click (**Start**), then click **Help and Support**. Help and Support opens.



■

You can find help information by clicking a general topic under **Find an answer**, selecting an option under **Ask someone**, or picking a category from **Information from Microsoft**. You can also search for a topic.

Searching for a topic

To search for a topic in Help and Support, type a word or phrase (keyword) in the **Search Help** box located at the top of any Help and Support screen, then press **ENTER**.

For each search, you receive a list of suggested topics. To find the answer, click the result that most closely matches your question. Additional results may be available if the first list does not address your question.

Getting help for Windows Media Center

If your computer has Windows Vista Media Center Edition, you can access help for information on how to use it.

To access Media Center help:

1. Click (**Start**), then click **Help and Support**. Help and Support opens.
2. In the Help and Support window, type **Windows Media Center** in the *Search Help* box, then press **ENTER**. The *Media Center Help* window opens.

   -OR-

   If you are connected to the Internet, you can click **Windows Online Help**, then type **Windows Media Center** in the **Search Help For** box.

■

Using online help

If you are connected to the Internet, many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. You can access most online help information by selecting a topic from a **Help** menu or by clicking the **Help** button on the menu bar and selecting **Online Support** from the list.

Available information depends on the particular Help site to which you are taken. Many provide FAQs (Frequently Asked Questions), a search feature, articles about their software, tutorials, and forums where problems and issues are discussed.

Microsoft Certificate of Authenticity

The Microsoft Certificate of Authenticity label found on the back or side of your computer includes the product key code for your operating system. If you ever reinstall Windows Vista from the installation DVD, you will need to enter these numbers to activate it.

CHAPTER 2
Using Windows

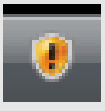
- Using the Windows desktop
- Working with files and folders
- Searching for files
- Working with documents
- Shortcuts

Using the Windows desktop

After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Help
For more information about the Windows desktop, click **Start**, then click **Help and Support**. Type the phrase **Windows desktop** in the **Search Help** box, then press ENTER.

Your desktop may be different from this example, depending on how your computer is set up. The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

Desktop elements	Description
	The *taskbar* is the bar at the bottom of the computer display containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running. Click a program's *button* on the taskbar to open the program's window.
	The *Start button* provides access to programs, files, help for Windows and other programs, and computer tools and utilities. Click the **Start** button, then open a file or program by clicking an item on the menu that opens.
	The *Recycle Bin* is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 11.
	The Windows Security Center icon may appear on the taskbar near the clock. The icon changes appearance to notify you when the security settings on your computer are set below the recommended value or when updates are available. Double-click this icon to open the Windows Security Center. For more information, see "Modifying security settings" on page 64.

Using the Start menu

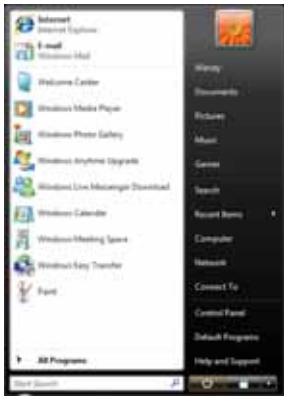
Help
For more information about the Windows Start menu, click **Start**, then click **Help and Support**. Type **Windows Start menu** in the **Search Help** box, then press ENTER.

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.

▶ **To use the Start menu:**

Shortcut
Start ⇨ All Programs ⇨

1 Click (**Start**) on the lower left of the Windows desktop. The Start menu opens, showing you the first level of menu items.



2 Click **All Programs** to see all programs, files, and folders in the Start menu. If you click an item with a folder icon, the programs, files, and *subfolders* appear.

3 Click a file or program to open it.

■

Adding icons to the desktop

Help
For more information about the desktop icons, click **Start**, then click **Help and Support**. Type **desktop icons** in the **Search Help** box, then press ENTER.

You may want to add an icon (shortcut) to the desktop for a program that you use frequently.

▶ **To add icons to the desktop:**

Shortcut
Start ⇨ All Programs ⇨ right-click program⇨ Send To ⇨ Desktop (create shortcut)

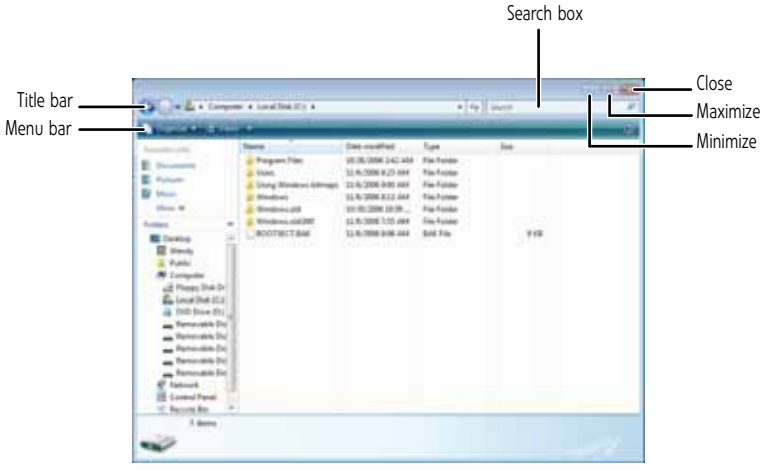
1. Click (**Start**), then click **All Programs**.
2. Right-click (press the right mouse button) the program that you want to add to the desktop.
3. Click **Send To**, then click **Desktop (create shortcut)**. A shortcut icon for that program appears on the desktop.

■

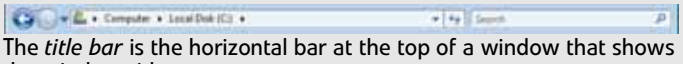
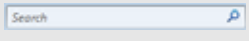
Identifying window items

Help
For more information about windows, click **Start**, then click **Help and Support**. Type **window** in the **Search Help** box, then press ENTER.

When you double-click the icon for a drive, folder, file, or program, a *window* opens on the desktop. This example shows the Local Disk (C:) window, which opens after you double-click the **Local Disk (C:)** icon in the *Computer* window.



Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:

Window item	Description
	The *title bar* is the horizontal bar at the top of a window that shows the window title.
	The **Search** box lets you search for a word or phrase in the current window.

Window item	Description
	Clicking the *minimize button* reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
	Clicking the *maximize button* expands the active window to fit the entire computer display. Clicking the maximize button again restores the window to its former size.
	Clicking the *close button* closes the active window or program.
	Clicking an item on the *menu bar* starts an action such as Print or Save.

Working with files and folders

You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

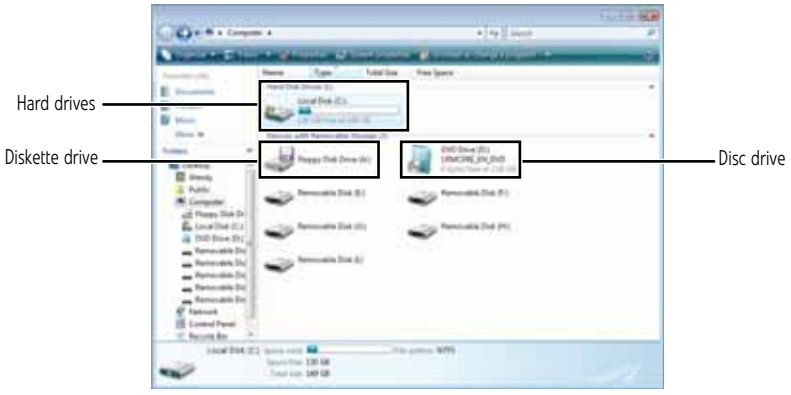
Viewing drives

Help
For more information about files and folders, click **Start**, then click **Help and Support**. Type **files and folders** in the **Search Help** box, then press ENTER.

Drives are like file cabinets because they hold files and folders. A computer almost always has more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive. You may also have more drives such as a CD or DVD drive.

▶ **To view the drives, folders, and files on your computer:**

1. Click (**Start**), then click **Computer**.



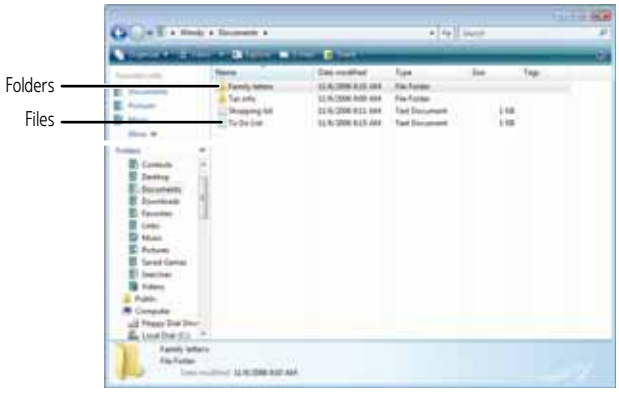
2. Double-click the drive icon.

■

Creating folders

Folders are much like the folders in a file cabinet. They can contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your computer. In fact, all information on a computer is stored in files.



▶ **To create a folder:**

Shortcut
Click File ⇨New ⇨Folder ⇨type name

1. Click ⊞ (**Start**), then click **Computer** on the Start menu.
2. Double-click the drive where you want to put the new folder. Typically, Local Disk (C:) is your hard drive and 3½ Floppy (A:) is your diskette drive.
3. If you want to create a new folder inside an existing folder, double-click the existing folder.
4. Click **Organize**, then click **New Folder**. The new folder is created.
5. Type a name for the folder, then press **ENTER**. The new folder name appears by the folder icon.

■

For information about renaming folders, see "Shortcuts" on page 16.

Copying and moving files and folders

Important
The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.

The skills you need to copy and move files are called *copying*, *cutting*, and *pasting*.

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

▶ **To copy a file or folder to another folder:**

1. Locate the file or folder you want to copy. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.
2. Right-click (press the right mouse button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
3. Click **Copy** on the pop-up menu.
4. Open the destination folder.

5 With the pointer inside the destination folder, right-click.

6 Click **Paste**. A copy of the file or folder appears in the new location.

Help

For more information about copying files and folders or moving files or folders, click **Start**, then click **Help and Support**. Type **copying files and folders** or **moving files and folders** in the **Search Help** box, then press ENTER.

■

▶ **To move a file or folder to another folder:**

1 Locate the file or folder you want to move. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.

2 Right-click (press the right mouse button) the file or folder that you want to move. A pop-up menu opens on the desktop.

3 Click **Cut** on the pop-up menu.

4 Open the destination folder.

5 With the pointer inside the destination folder, right-click.

6 Click **Paste**. The file or folder you moved appears in its new location and is removed from its old location.

■

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to the Windows trash can, called the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.

▶ **To delete files or folders:**

1 In the *Computer* or *Windows Explorer* window, click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see "Shortcuts" on page 16.

If you cannot find the file you want to delete, see "Searching for files" on page 12.

2 Click **Organize**, then click **Delete**. Windows moves the files and folders to the Recycle Bin.

■

▶ **To recover files or folders from the Recycle Bin:**

1 Double-click the **Recycle Bin** icon. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.

2 Click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see "Shortcuts" on page 16.

3 Click **Restore**. Windows returns the deleted files or folders to their original locations.

■

To empty the Recycle Bin:

Caution
Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

1. Double-click the **Recycle Bin** icon on the desktop. The *Recycle Bin* window opens.
2. Click **Empty the Recycle Bin**. Windows asks you if you are sure that you want to empty the bin.
3. Click **Yes**. Windows permanently deletes all files in the Recycle Bin.

Help
For more information about emptying the Recycle Bin, click **Start**, then click **Help and Support**. Type **emptying the Recycle Bin** in the **Search Help** box, then press ENTER.

■

Searching for files

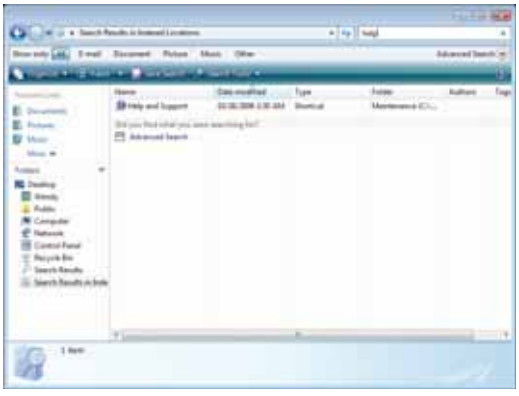
If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility. to search by:

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Windows Search

To find files and folders using the Search:

1. Click (**Start**), then click **Search**. The *Search Results* window opens.
2. If you want to search on your computer by file or folder name, type in all or part of the file or folder name in the *Search* box in the top right of the window.
   - If you type all of the name, Search will list all files and folders of that name.
   - If you type part of the name, Search will list all of the file and folder names containing the letters you typed.



3. Open a file, folder, or program by double-clicking the name in the list.

Help
For more information about searching for files and folders, click **Start**, then click **Help and Support**. Type the keyword **searching** in the **Search Help** box, then click the magnifying glass.

■

Using advanced search options

Search can find files meeting more criteria than file name. You can narrow your search by selecting the search options that you want. You can search by the:

- Name or part of a name
- Creation date
- Modification date
- File type
- Tag
- Author
- Text contained in the file
- Time period in which it was created or modified

You can also combine search criteria to refine searches.

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

▶ **To browse for a file:**

1. Click (**Start**), then click **Computer**. The *Computer* window opens.
2. Double-click the drive or folder that you think contains the file or folder that you want to find.
3. Continue double-clicking folders and their subfolders until you find the file or folder you want.

Help
For more information about browsing for files and folders, click **Start**, then click **Help and Support**. Type **files and folders** in the **Search Help** box, then press ENTER.

■

Working with documents

Computer documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

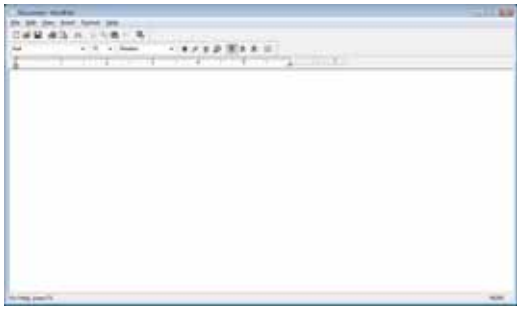
The following examples show how to create, save, open, and print a document using Microsoft® WordPad. Similar procedures apply to other programs such as Corel® WordPerfect®, Microsoft Word, and Microsoft Excel.

For more information about using a program, click **Help** on its menu bar.

Creating a new document

To create a new document:

1. Click (**Start**), **All Programs**, **Accessories**, then click **WordPad**. Microsoft WordPad starts and a blank document opens.



2. Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

■

Saving a document

After you create a document, you need to save it if you want to use it later.

To save a document:

1. Click **File**, then click **Save**. The *Save As* dialog box opens.

2. Click **Browse Folders** to open the **Folders** list, then click the folder where you want to save the file.
3. Type a new file name in the **File name** box.
4. Click **Save**.
5.

Help
For more information about saving documents, click **Start**, then click **Help and Support**. Type **saving** in the **Search Help** box, then press ENTER.

■

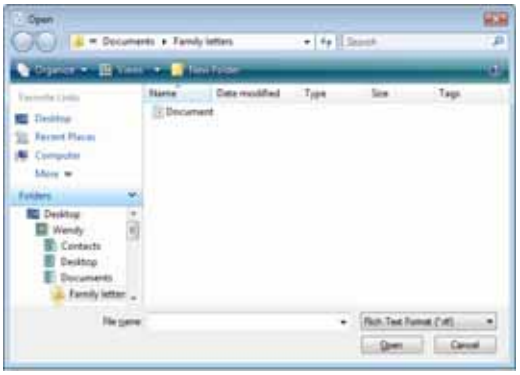
Opening a document

To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.

To open a document:

1. Start the program.
2. Click **File**, then click **Open**.

3 Click **Folders** to open the **Folders** list, then click the folder you want to open.



4 Double-click the document file name. The document opens.

Help
For more information about opening documents, click **Start**, then click **Help and Support**. Type **opening files** in the **Search Help** box, then press ENTER.

■

Printing a document

To print a document, you must have a printer connected to your computer or have access to a network printer. For more information about installing or using your printer, see the printer documentation.

▶ **To print a document:**

1 Make sure that the printer is turned on and loaded with paper.

2 Start the program and open the document.

3 Click **File**, then click **Print**. The *Print* dialog box opens.

4 Set the print options, then click **Print**. The document prints.

Help
For more information about printing documents, click **Start**, then click **Help and Support**. Type **printing** in the **Search Help** box, then press ENTER.

■

Shortcuts

Help
For more information about Windows keyboard shortcuts, click **Start**, then click **Help and Support**. Type **Windows keyboard shortcuts** in the **Search Help** box, then press ENTER.

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information about shortcuts, see your Windows or program documentation.

To...	Do this...
Copy a file, folder, text, or graphic	Click the item, then press **CTRL + C**.
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press **CTRL + V**.
Select multiple items in a list or window	Click the first item, press and hold down the **CTRL** key, then click each of the remaining items.
Select multiple adjacent items in a list or window	Click the first item in the list, press and hold down the **SHIFT** key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press **SHIFT + DELETE**. The file or folder is permanently deleted. The file or folder is **not** stored in the Recycle Bin.
Rename a file or folder	Click the file or folder, press **F2**, type the new name, then press **ENTER**.
Close the active window or program	Press **ALT + F4**.
Switch to a different file, folder, or running program	Press **ALT + TAB**.

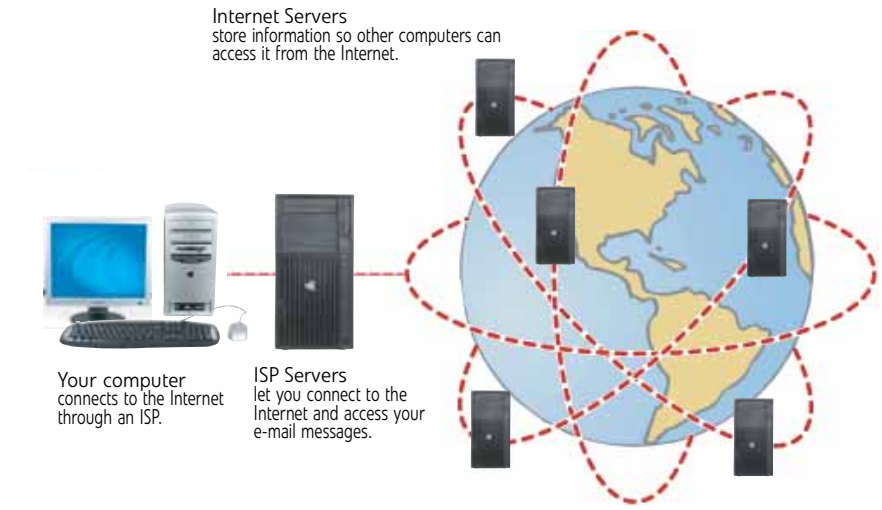
CHAPTER 3

Using the Internet and Faxing

- Learning about the Internet
- Setting up an Internet account
- Using the World Wide Web
- Using e-mail
- Using Windows Fax and Scan

Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your computer to a telephone, DSL (Digital Subscriber Line), or cable television line and signing up with an Internet service provider (ISP).


Internet Servers
store information so other computers can access it from the Internet.
Your computer
connects to the Internet through an ISP.
ISP Servers
let you connect to the Internet and access your e-mail messages.

Important
To determine if you have an Ethernet jack on your computer, see your computer's hardware reference. If you do not have an Ethernet jack on your computer and would like to purchase an Ethernet card, visit the Accessory Store at www.gateway.com.

If you want to access the Internet you need:

- A **modem—**a device that connects your computer to other computers or servers using a telephone, DSL, or cable television line. Your computer may have a built-in dial-up telephone modem. Cable and DSL modems connect to your computer through an Ethernet jack and provide a faster connection speed than a standard telephone modem.
- An **Internet service provider—**a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages. Check your telephone book for a list of Internet service providers available locally.
- A **Web browser—**a program that displays information from the World Wide Web. Microsoft Internet Explorer was included with your computer. For more information, see "Using the World Wide Web" on page 19.
- An **e-mail program—**a program that lets you create, send, and receive e-mail messages over the Internet. Microsoft Outlook or Outlook Express was included with your computer. For more information, see "Using e-mail" on page 21.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet service provider (ISP). To set up an ISP service or to transfer an existing account to this computer, contact the ISP directly.

Dial-up Internet connections are those using a telephone system to connect to the Internet. This may include ordinary analog telephone lines, ISDN connections, and in some cases ADSL over PPP, or other technologies. Because dial-up connections are designed to be temporary connections to the Internet, dial-up charges (with both your telephone company and Internet service provider) often increase the longer you connect to the Internet. To minimize the cost for dial-up Internet users, we suggest that you only connect to the Internet during your e-mail and Web browsing session, then disconnect when you are finished. Your Internet service provider can provide instructions on how to connect to and disconnect from the Internet.

Cable and DSL modems, a connection known as broadband, use your cable television or special telephone lines to connect to your ISP and access the Internet. In many instances, broadband is considered an always-connected service. With this type of service, your cost is the same regardless of the amount of time you use your Internet connection.

Accessing your Internet account

Help
For general information about using Internet accounts, click **Start**, then click **Help and Support**. Type the **ISP** in the **Search Help** box, then press ENTER.

The method you use to access your Internet account varies from ISP to ISP. Contact your ISP for the correct procedure.

Using the World Wide Web

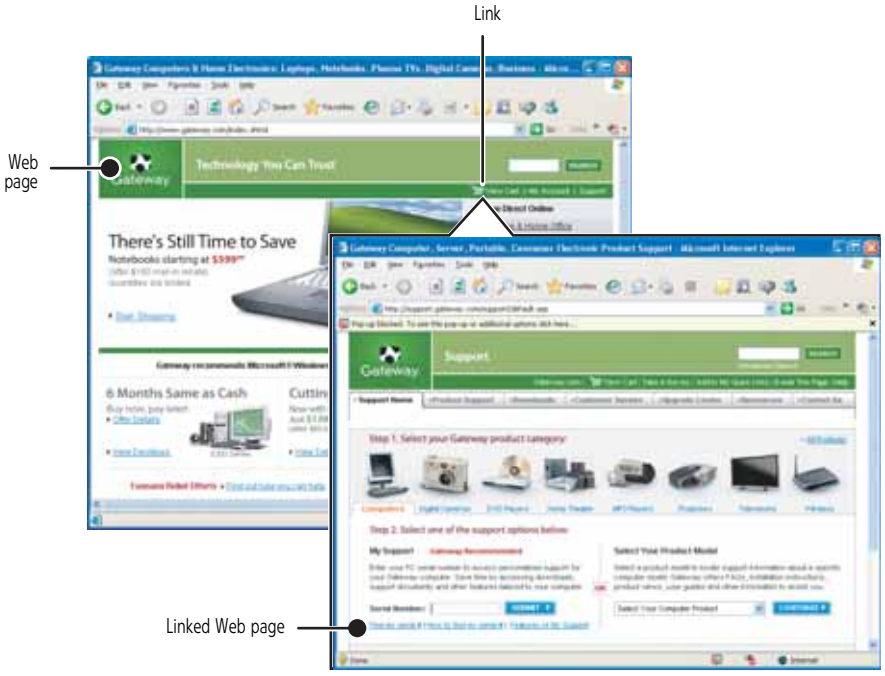
The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer or Netscape Navigator.

Web pages can contain text, animations, music, and other multimedia features. A group of related Web pages is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on a Web page called *links* or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, click **Help** in the menu bar.



Connecting to a Web site

After you set up an account with an Internet service provider (ISP), you can access the many information sources on the World Wide Web.

▶ **To connect to a Web site:**

1. Connect to your Internet account.
2. Depending on the method you use to connect to your Internet account, you may need to start your Web browser. Click (**Start**), then click **Internet**. Your default Web browser opens showing an opening page or welcome screen.
3. To go to a different Web site, type the *address* (called a *URL* for "Universal Resource Locator") in the browser address bar (for example **www.gateway.com**), then click **GO** on the browser address bar.

   - OR -

   On the current Web page, click a link to a Web site.

   Help
   For more information about connecting to a Web site, click **Start**, then click **Help and Support**. Type **connecting to a Web site** in the **Search Help** box, then press ENTER.

   The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your computer, and displays the page on the site that you requested.

   ■

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Caution
To protect your computer against viruses, make sure that you scan the files you download. For more information, see "Protecting your computer from viruses" on page 59.

Downloading is the process of transferring files from a computer on the Internet to your computer.

▶ **To download files or programs from a Web site:**

1. Connect to your Internet account.
2. In the address bar, type the address of the Web site that contains the file or program you want to download, then press **ENTER**.

   - OR -

   Click a link on a Web page to navigate to the Web site containing the file that you want to download.
3. Create or locate the folder where you want to store the file on your computer. For more information, see "Working with files and folders" on page 9.
4. Click the link on the Web page for the file that you want to download.
5. Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your computer. The time that it takes to transfer the file to your computer depends on file size and Internet conditions.
6. Open the folder that you created.
7. Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.

■

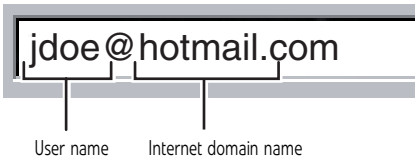
Help
For more information about downloading files, click **Start**, then click **Help and Support**. Type the **downloading files** in the **Search Help** box, then click ENTER.

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet service provider (ISP) or company that "hosts" that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with Hotmail might have an e-mail address that is similar to this one:



Sending e-mail

▶ **To send e-mail using Windows Mail:**

1. Connect to your Internet service provider.
2. Click ⊞ (**Start**), then click **E-mail**. Your default e-mail program opens.
3. Click **Create Mail**.

4 Type the e-mail address of the recipient you want to send e-mail to in the **To** box.

5 Type the subject of your e-mail in the **Subject** box.

6 Type the e-mail message.

Tip
Most e-mail programs let you attach files, such as photographs, to your e-mail. For more information, see the help for your e-mail program.

7 When finished, click **Send**. Your e-mail is sent over the Internet to the e-mail address you specified.

■

Checking your e-mail

Help
For general information about using e-mail, click **Start**, then click **Help and Support.** Type the **e-mail** in the **Search Help** box, then press ENTER.

▶ **To check your e-mail using Windows Mail:**

1 Connect to your Internet service provider.

2 Click (**Start**), then click **E-Mail**. Your default e-mail program opens.

3 Click **Send/Receive**.

4 Double-click the message you want to read.

■

Tip
To protect your computer from viruses, check any e-mail attachments using McAfee SecurityCenter. For more information, see "Protecting your computer from viruses" on page 59.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Using Windows Fax and Scan

Windows Fax and Scan comes pre-installed with Windows Vista Business, Enterprise, or Ultimate Editions. If your computer has a built-in fax modem, Windows automatically detects it during the setup process. You can connect your computer to one local fax modem, although you can connect to multiple fax servers or devices on a network. If you are not sure whether your computer has a built-in fax modem, check the hardware information that came with your computer. If you have an external fax modem, follow the manufacturer's instructions for attaching it to your computer. Make sure that the modem is turned on before proceeding.

Your fax cover page, on which you can include all required information, is set up when you prepare to send the first fax from this computer.

You cannot send or receive a fax using a cable or DSL modem by following these instructions. Many Internet services exist that let you send or receive faxes using a broadband connection.

Your dial-up modem cable must be installed before you can send and receive faxes. You cannot use your standard telephone modem to connect to the Internet while sending and receiving faxes.

Sending a fax

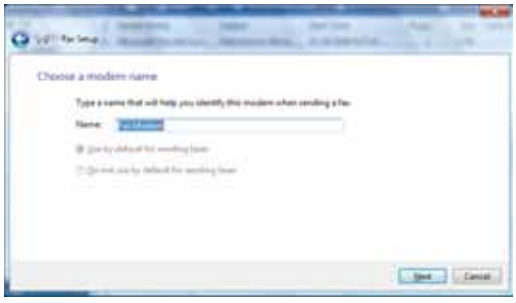
Windows Fax and Scan lets you send and receive faxes using your dial-up modem.

▶ **To send a fax:**

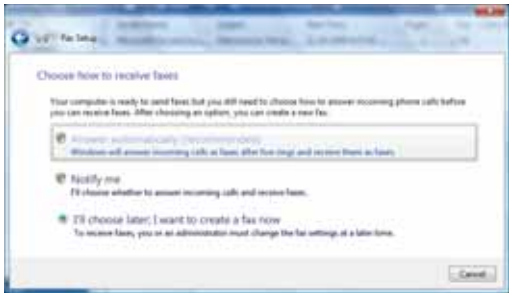
1. Click (**Start**), **All Programs**, then click **Windows Fax and Scan**. Windows Fax and Scan opens.
2. If Windows Fax and Scan is in Scan view, click **Fax** in the lower left corner of the window.
3. If you have never sent a fax on this computer before, click **New Fax** on the toolbar. The *Fax Setup* window opens.

Fax Setup
Choose a fax modem or server
To send and receive faxes, you need to connect to a fax modem or server.
Connect to a fax modem
I have a modem that is built in or connected to my computer.
Connect to a fax server on my network
Make sure you know the server name, for example: \\mycompanyfax
Cancel

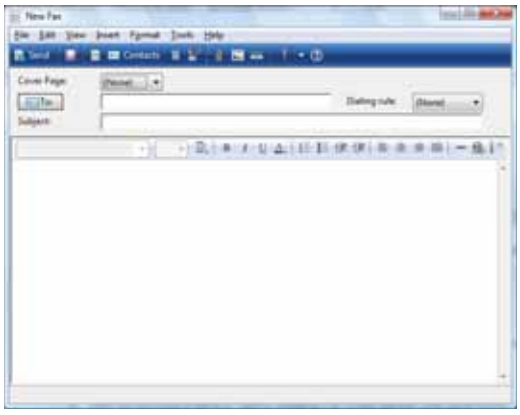
4. Click the type of connection you will be using (fax modem or fax server). The *Choose a modem name* screen opens.



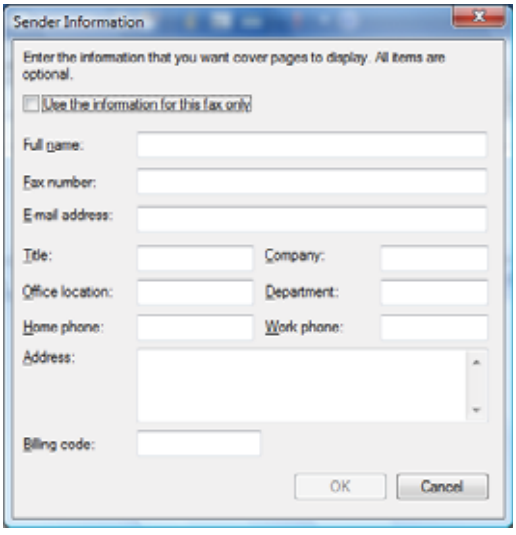
5. Type the name of the fax modem in the dialog box, then click **Next**. The *Choose how to receive faxes* screen opens.


Fax Setup
Choose how to receive faxes
Your computer is ready to send faxes, but you still need to choose how to answer incoming phone calls before you can receive faxes. After choosing an option, you can create a new fax.
Answer automatically (recommended)
Windows will answer incoming calls as faxes after five rings and receive them as faxes.
Notify me
I'll choose whether to answer incoming calls and receive faxes.
I'll choose later; I want to create a fax now
To receive faxes, you or an administrator must change the fax settings at a later time.
Cancel

6 Click how you want to receive faxes, then click **Unblock** when the The *Security Alert* window opens. The *New Fax* window opens.



7 Create your fax, then open the **Cover Page** menu by clicking the arrow and selecting a cover page from the list. The *Sender Information* dialog box opens.

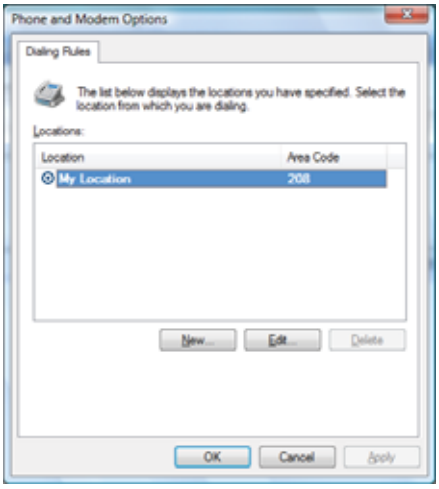


8 Type your information in the spaces provided, then click **OK**. The *New Fax* dialog box opens.

9 To enter optional dialing rule information, click **Dialing Rule** and select a rule from the menu. If you have not set up a dialing rule, select **New Rule** from the menu. The *Location Information* dialog box opens.

Location Information
Before you can make any phone or modem connections, Windows needs the following information about your current location.
What country/region are you in now?
United States
What area code (or city code) are you in now?
If you need to specify a carrier code, what is it?
If you dial a number to access an outside line, what is it?
The phone system at this location uses:
Tone dialing
Pulse dialing
OK
Cancel

10 Type your location information, then click **OK**. The *Dialing Rules* dialog box opens.



11 Highlight your location, then click **Edit**. The *Edit Location* dialog box opens.

12 Complete the location information, then click **OK**. You are returned to the *Dialing Rules* dialog box.

13 Click **OK**. The *New Fax* dialog box opens.

14 Enter, scan, or attach the fax information you want to send, then click **Send**.

■

Setting up your cover page template

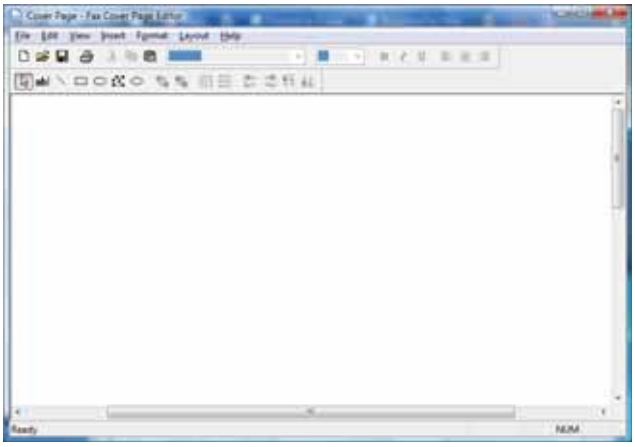
You can create your own cover page template that you can use in place of the cover page templates that Windows Fax and Scan provides for you. To create a cover page template, you use the Fax Cover Page Editor. On this template, you insert information fields that automatically import values you enter in both the Send Fax Wizard and the Fax Configuration Wizard when you send your fax.

▶ **To set up your fax cover page template:**

1 Click (**Start**), **All Programs**, then click **Windows Fax and Scan**. Windows Fax and Scan opens.

2 If Windows Fax and Scan is in Scan view, click **Fax** in the lower left corner of the window.

3 Click **Tools**, **Cover Pages**, then click **New**. The *Fax Cover Page Editor* opens.



- If you want to include fields that are imported from the Send Fax Wizard or the Fax Configuration Wizard (such as To or From), add them to the page by using the **Insert** menu, then move them to the appropriate place on your template. You can also use the Insert menu to include information that is automatically calculated (such as number of pages or date and time sent).
- If you want to include text that always appears on your cover page (such as a letterhead or address), draw a box using the text box tool, type your text inside of it, then move the box to the appropriate place on your template.
- If you want to include a logo that appears on your cover page, copy it to the Windows clipboard, then paste it into the Cover Page Editor and move it to the appropriate place on your template.

4 To save your cover page template, click **File**, then click **Save**. The *Save As* dialog box opens with your personal cover pages folder already in the **Save in** list.

5 Type the new cover page template name, then click **Save**.

■

Faxing a scanned document or from programs

▶ **To fax a scanned document or directly from most programs:**

1 Scan the document using the program for your scanner, or open your document in the program it was created in.

2 Click **File**, then click **Print**. The *Print* dialog box opens.

3 Click the arrow button to open the **Name** list, then click the **Fax** printer.

4 Click **Print**. The Send Fax Wizard opens.

5 Complete the wizard by following the instructions in "Sending a fax" on page 23, or "Faxing a scanned document or from programs" on page 26.

■

Canceling a fax

You can cancel a fax that you have set up to send at a time in the future.

▶ **To cancel a fax that has not been sent:**

1 Click (**Start**), **All Programs**, then click **Windows Fax and Scan**. Windows Fax and Scan opens.

2 If Windows Fax and Scan is in Scan view, click **Fax** in the lower left corner of the window.

3 Click **Outbox**, then right-click the fax you want to cancel.

4 Click **Delete** to cancel the fax.

5 Click **Yes**.

■

Receiving and viewing a fax

To receive and view a fax:

1. Click (**Start**), **All Programs**, then click **Windows Fax and Scan**. Windows Fax and Scan opens.
2. If Windows Fax and Scan is in Scan view, click **Fax** in the lower left corner of the window.
3. To view a fax, click **Inbox**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.

■

CHAPTER 4

Playing and Creating Media Files

- Playing music and movies
- Creating audio files and music libraries
- Creating music CDs and video DVDs
- Creating and copying data discs
- Using Windows Media Center

Playing music and movies

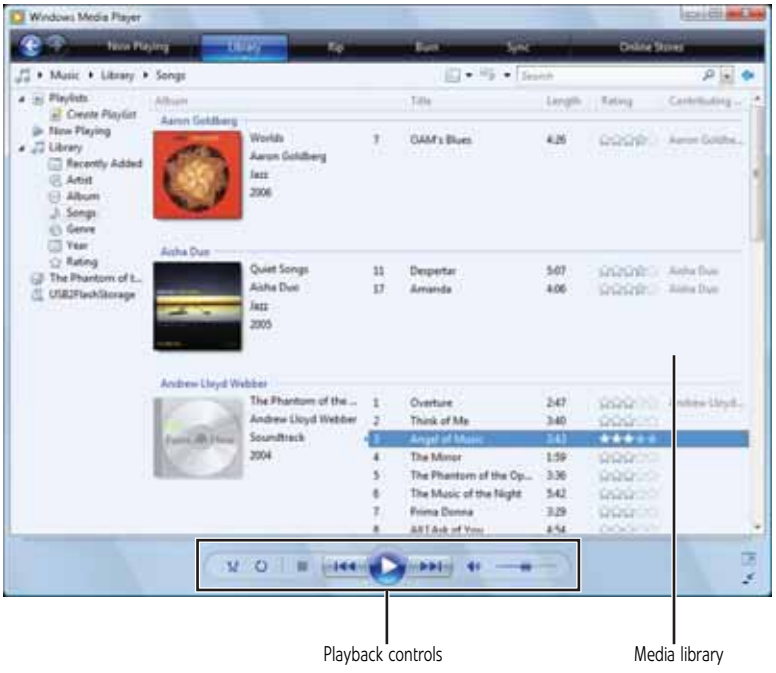
Playing audio and video files

Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using Windows Media Player, click **Help**.

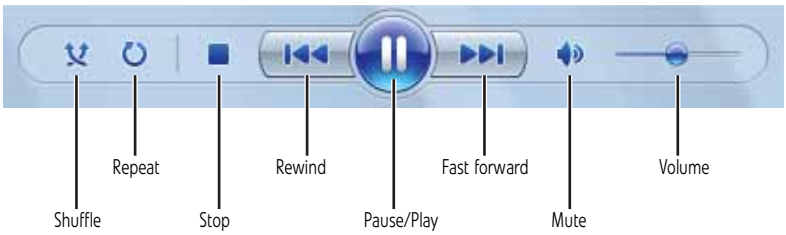
▶ **To play a file using Windows Media Player:**

Shortcut
Start ⇨ Computer ⇨ find the file ⇨ double-click the file

1. Click ⊞ (**Start**), **All Programs**, then click **Windows Media Player**. Windows Media Player opens.
2. Click **Library**, then double-click the media file you want to play.



3 Click one of the following to control playback:



- **Shuffle** randomizes the playback order of the files in the playlist.
- **Repeat** starts playing the list over again after it reaches the end.
- **Stop** stops playback and rewinds the current file to the beginning.
- **Rewind** quickly rewinds the current file (when you click and hold it) or skips to the previous file in the playlist (when you click it).
- **Pause/Play** alternately pauses and resumes playback.
- **Fast forward** quickly fast forwards the current file (when you click and hold it) or skips to the next file in the playlist (when you click it).
- **Volume** adjusts the volume.

■

Playing optical discs

Optical discs are flat discs that use a laser to read and write data. CDs, DVDs, HD-DVDs, and Blu-ray Discs are all optical discs.

Important
Some music CDs have copy protection software. You may not be able to play these CDs on your computer.

To watch a DVD you must have a DVD-compatible drive in your computer. If you do not have a DVD-compatible drive and would like to add an internal or external drive, visit the Accessory Store at www.gateway.com.

Help
For more information about playing optical discs, click **Start**, then click **Help and Support**. Type **playing discs** in the **Search Help** box, then press ENTER.

Playing an optical disc using Windows Media Player

Use Windows Media Player to listen to CDs or watch movies on DVDs, HD-DVDs, or Blu-ray Discs. For more information about using Windows Media Player, click **Help**.

▶ **To play an optical disc:**

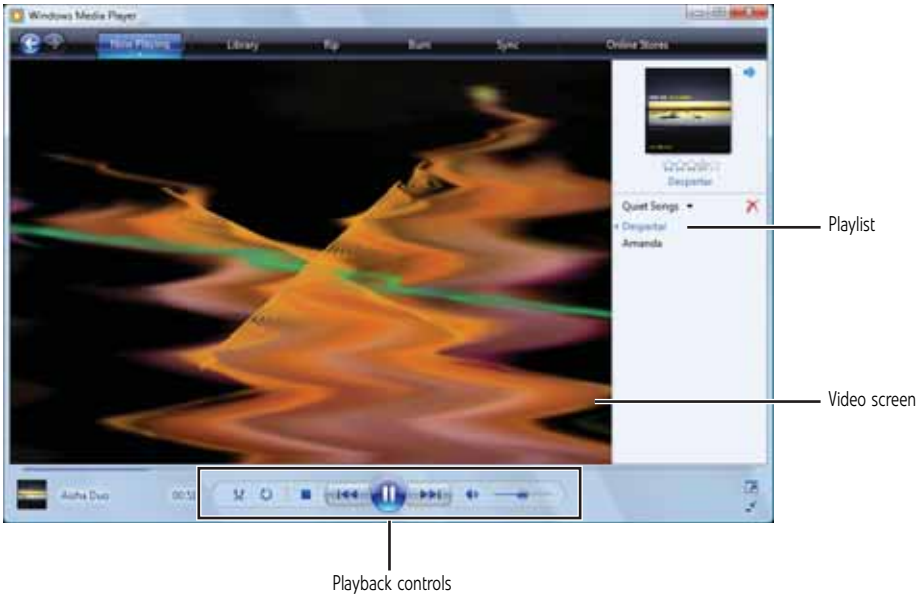
Shortcut
Insert disc ⇨ Windows Media Player automatically plays

1 Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.

2 Insert an optical disc into the optical disc drive.

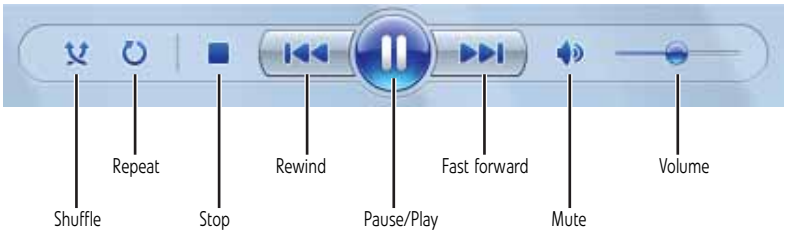
3 If a dialog box opens and asks you what you want the computer to do with the disc, click **Play**. Windows Media Player opens and begins playing the disc.

If Windows Media Player does not open automatically, click ⊞ (**Start**), **All Programs**, then click **Windows Media Player**. Windows Media Player opens.



4 If the disc is not already playing, click ▶ (play).

5 Click one of the following to control playback:



- **Shuffle** randomizes the playback order of the files in the playlist.
- **Repeat** starts playing the list over again after it reaches the end.
- **Stop** stops playback and rewinds the current file to the beginning.
- **Rewind** quickly rewinds the current file (when you click and hold it) or skips to the previous file in the playlist (when you click it).
- **Pause/Play** alternately pauses and resumes playback.
- **Fast forward** quickly fast forwards the current file (when you click and hold it) or skips to the next file in the playlist (when you click it).
- **Volume** adjusts the volume.

■

Creating audio files and music libraries

Creating music files

Help
For more information about making or playing an audio recording, click **Start**, then click **Help and Support**. Type **recording audio** or **ripping** in the **Search Help** box, then press ENTER.

You can create several types of audio files for your listening enjoyment, including WAV, MP3, and WMA files.

Recording audio files

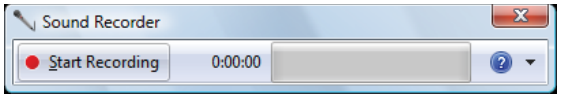
Sound recorder is a simple Windows program that lets you record and play audio files. For information about playing audio files, see "Playing audio and video files" on page 30.

▶ **To record an audio file:**

Shortcut
Start ⇨ All Programs ⇨ Accessories ⇨ Sound Recorder

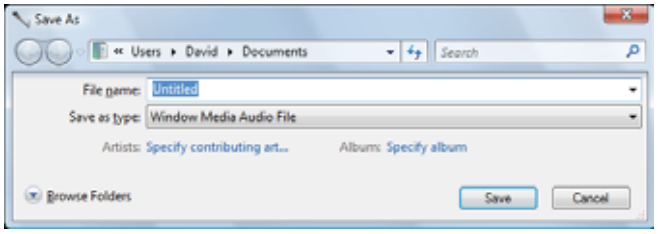
1 Plug a microphone into one of the microphone jacks on your computer. For the location of the microphone jacks, see your computer's *Reference Guide*.

2 Click (**Start**), **All Programs**, **Accessories**, then click **Sound Recorder**. The Sound Recorder opens.



3 Click ● **Start Recording**, then speak or make other sounds into the microphone.

4 When you finish recording, click ■ **Stop Recording**. The *Save As* dialog box opens.



5 Type a name for the recording, specify the file type and location where you want to save the recording, then click **Save**. The recording is saved.

■

Creating WMA and MP3 music files

Important
Some music CDs have copy protection software. You cannot copy tracks from copy-protected CDs.

Using Windows Media Player, you can copy the tracks from a music CD to your computer's hard drive as WMA or MP3 files. *WMA* and *MP3* are methods for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. WMA files end in the file extension *WMA*, and MP3 files end in the file extension *MP3*.

▶ **To create WMA or MP3 files:**

1 Click ⊞ (**Start**), **All Programs**, then click **Windows Media Player**. Windows Media Player opens.

2 Insert a music CD into your optical disc drive.

3 Click the **Rip** tab. The *Rip* screen opens.

4 Click to clear the check box for any track you do not want to record, then click **Start Rip**. Windows Media Player records the tracks to your hard drive as WMA files. A progress bar appears next to each track as it is recorded.

Tip
For more information about ripping music from CDs, click the **Rip** tab, then click **Help with Ripping**.

■

Building a music library

Use Windows Media Player to build a music library. You can organize your music *tracks* (individual MP3 or WMA audio files) by categories, find a track quickly by sorting, and add information to a music file.

You can add music tracks to your music library by:

- **Creating MP3 or WMA files**—When you create MP3 or WMA files from the tracks on your music CD, Windows Media Player automatically adds these files to your music library.
- **Dragging and Dropping**—Drag and drop files from Windows Explorer or your desktop to the music library.

  Caution
  During the download process, WMA and MP3 files may become corrupt. If you are having trouble playing a downloaded file, try downloading the file again.

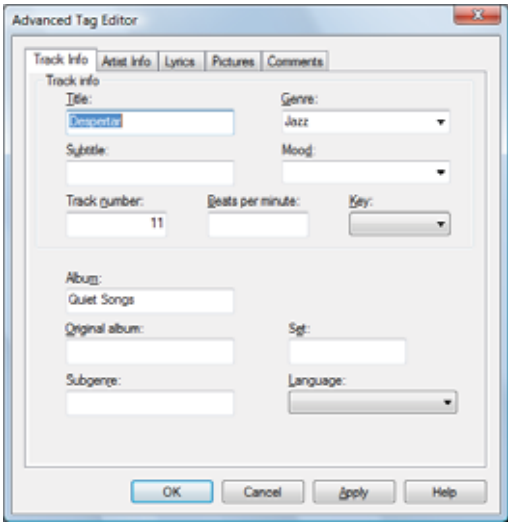
- **Downloading files from the Internet**—When you are connected to the Internet, WMA and MP3 files that you download are automatically added to your music library.

Editing track information

After you add a WMA or MP3 file to your music library, you can edit the track's *tags* (informational fields).

▶ **To edit track information:**

1. Click (**Start**), **All Programs**, then click **Windows Media Player**. Windows Media Player opens.
2. Click the **Library** tab.
3. Right-click the track or album you want to edit, then click **Advanced Tag Editor**. The *Advanced Tag Editor* dialog box opens.



4. Enter track information such as **Title**, **Artist**, **Album**, and **Genre**, then click **OK**. The new track information appears in the Windows Media Player library.

■

Creating music CDs and video DVDs

Creating a music CD

Important
We recommend that you do not use your computer for other tasks while creating CDs or DVDs.

If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor

Creating a music CD using Windows Media Player

▶ **To create a music CD using Windows Media Player:**

1. Click ⊞ (**Start**), **All Programs**, then click **Windows Media Player**. Windows Media Player opens.
2. Insert a blank, writable CD into your recordable disc drive.
3. Click the **Burn** tab, then click and drag songs that you want to burn to CD from the **Library** to the **Burn List**.

4. Click **Start Burn**. The music is recorded onto the blank CD. ■

Creating a video DVD

Creating a video DVD using Windows DVD Maker

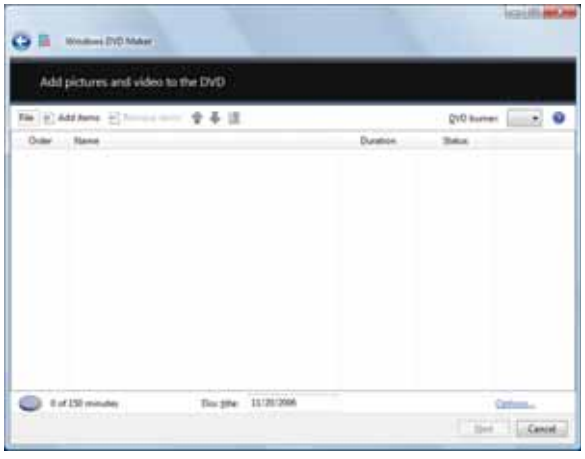
If your computer has Windows Vista Home Premium or Windows Vista Ultimate Edition, you can create video DVDs using Windows DVD Maker.

To create a video DVD using Windows DVD Maker:

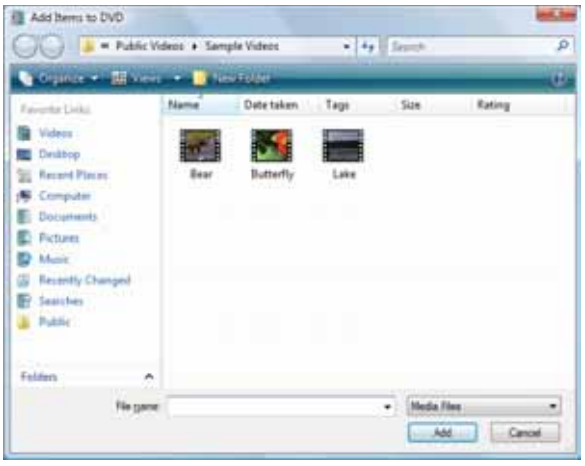
> **Important**
> We recommend that you do not use your computer for other tasks while creating CDs or DVDs.
>
> If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

1. Insert a blank, writeable DVD into your recordable optical disc drive.
2. Click (**Start**), **All Programs**, then click **Windows DVD Maker**. The Windows DVD Maker introduction window opens.

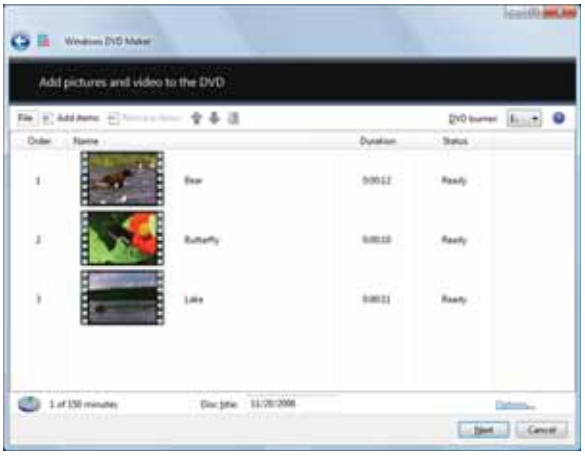
3. Click **Choose Photos and Videos**. The main screen opens.



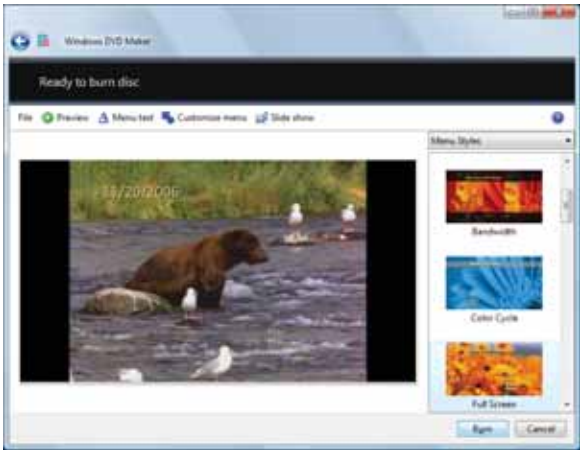
4 Click **Add items**. The *Add Items to DVD* dialog box opens.



5 Find and select the videos you want to add to the video DVD, then click **Add**. The videos are added to the video list, and a graphic in the lower left corner of the window shows you how much disc capacity will be used.



6 Click **Next**. The *Ready to burn disc* dialog box opens.



7 Click any of the following options to customize your video disc:

- **Preview** shows how your DVD's opening menu will look using the current settings.
- **Menu text** changes the disc title, font, and button names.
- **Customize menu** changes the menu fonts, background and foreground videos, audio track, and button styles.
- **Slide show** creates a slide show from photo files.

8 Click **Burn**. Your DVD is recorded.

■

Creating and copying data discs

You can burn two types of data discs:

- **Live File System** writes files immediately to the recordable disc, making it a one-step process like copying files to a flash drive. Windows XP and later versions of Windows support this feature.
- **Mastered** copies files to a temporary folder before you tell the computer to burn the files to the disc. Although this is a slower process than Live File System, the resulting disc is compatible with all operating systems.

The instructions below show you how to burn a disc using the Mastered format, which can be read by all personal computers, regardless of the operating system installed.

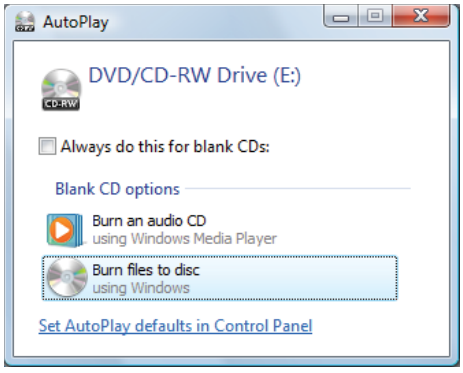
Help
For information about burning a disc using the Live File System format, click **Start**, then click **Help and Support**. Type **live file system** in the **Search Help** box, then press ENTER.

Creating a data disc

▶ **To create a data disc:**

Important
Some CDs have copy protection software. You cannot create MP3 files from these CDs and you may not be able to listen to these CDs on your computer.

1 Insert a blank, writable optical disc into your optical disc drive. The *Autoplay* dialog box opens.



2 Click **Burn files to disc**. The *Prepare this blank disc* dialog box opens.

3 Type the title of the disc, then click **Show formatting options**.

4 Click **Mastered**, then click **Next**. An empty folder opens.

5 Open the folder that contains the files you want to burn to disc, then click and drag the files to the empty disc folder.

6 Click **Burn to disc**. The files are burned to the disc.

■

Using Windows Media Center

If your computer has Windows Vista Home Premium or Windows Vista Ultimate Edition, you can use Windows Media Center to watch TV, videos, and movies, listen to music, and view photos. Media Center is a simplified, streamlined interface that is ideally suited for playing and managing media files.

Because the remote control is an optional accessory, most instructions in this section assume you are using a mouse to navigate the Media Center menus.

Starting Windows Media Center

▶ **To start Windows Media Center:**

1. Click (**Start**), **All Programs**, then click **Windows Media Center**.

   - OR -

   Press the **Start** button on the remote control.

   The first time you start Windows Media Center, the *Welcome* screen opens.

welcome
To get started with Windows Media Center, select one of the following setup options:
Express setup
Custom setup
Run setup later
Express Setup will allow Windows Media Center to download art and information for your media from the Internet and sign you up for the Customer Experience Improvement Program.
OK

2. For the easiest setup, click **Express setup**, then click **OK**. The Windows Media Center's main screen opens.

3 Use the remote control navigation buttons to select a Media Center menu option, then press **OK**.

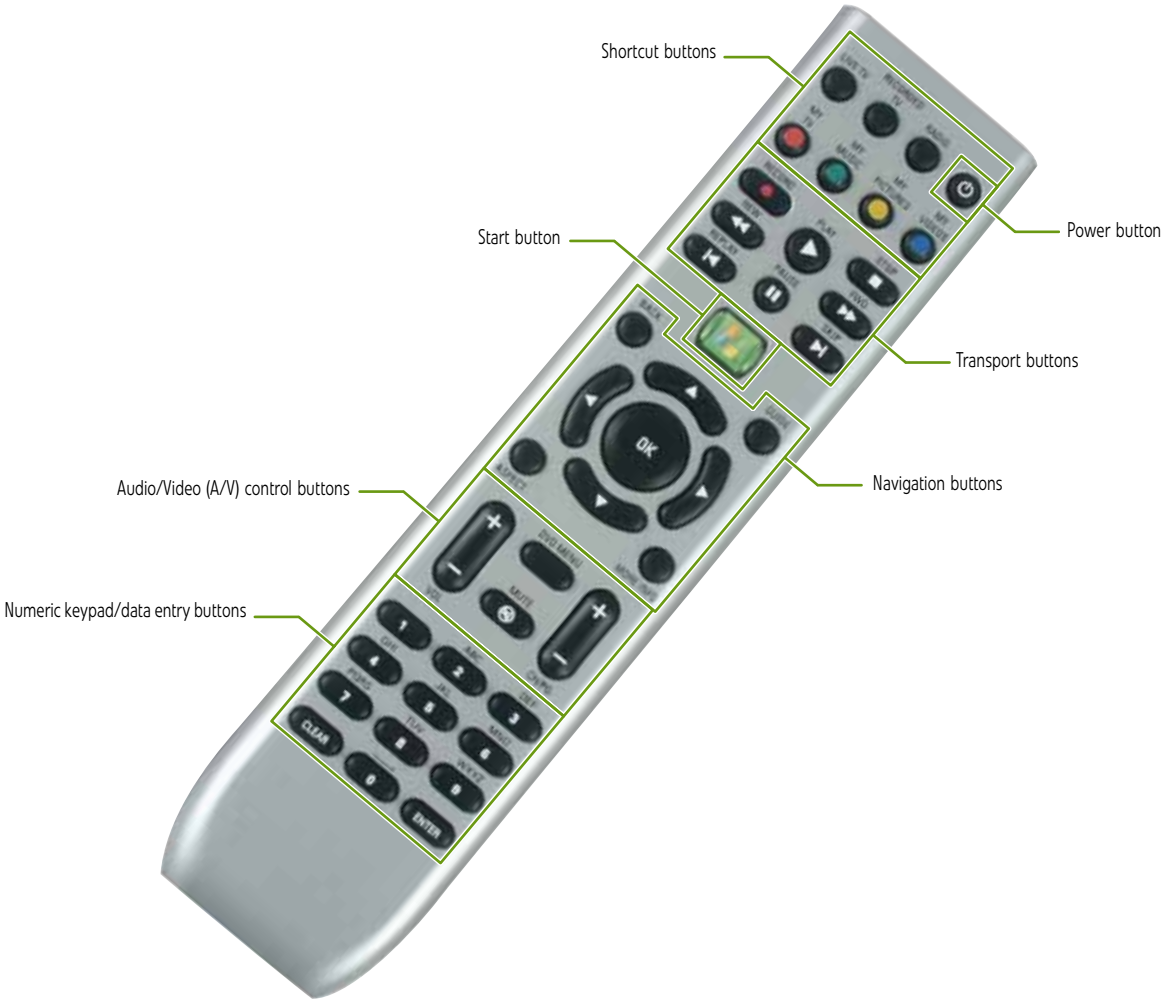
- **TV + Movies** lets you play TV programs you have recorded, play a DVD or Blu-ray movie, or set up your TV tuner card (if installed).
- **Online Media** lets you play online games.
- **Tasks** lets you set up your display and media types, shut down or restart your computer, burn an optical disc (CD or DVD), and synchronize with another digital media device (such as an MP3 player).
- **Pictures + Videos** lets you view individual pictures, pictures in a slideshow, or select movies from your video library.
- **Music** lets you select songs from your music library, set up and use your FM radio tuner card (if installed), and play music playlists.

4 To exit Windows Media Center, click the **X** in the upper-right corner of the screen.

■

Using the Media Center remote control

With Media Center mode active, you can use the optional remote control to play all of your media files from across the room. (The remote control, if included with your computer, may look different from that shown below.)



Button(s)	Functions
Shortcut buttons	Give you direct access to Media Center features.
Start button	Opens the Media Center's main menu.
Audio/Video (A/V) control buttons	Lets you control volume levels, volume mute, channel selections, and the movie menu.
Numeric keypad/data entry buttons	Lets you enter numbers and characters from the remote control.
Power button	Puts the Media Center computer in Sleep mode (reduced power).
Transport buttons	Let you control the playback of media files and optical discs.
Navigation buttons	Let you move the cursor around the Guide and menus, make selections, navigate back to the previous screen, change the screen display aspect ratio, and get more information. Press the **OK** button to make a selection.

CHAPTER 5
Networking Your Computer

- Introduction to Networking
- Ethernet networking
- Bluetooth networking

Introduction to Networking

Networking terms you should know

DHCP—Dynamic Host Configuration Protocol (DHCP) lets a router temporarily assign an IP address to a computer on the network.

IP address—Internet Protocol (IP) address is a number that uniquely identifies a computer on the network.

LAN—A local area network (LAN) is a computer network covering a local area, like a home or office. Wired and wireless Ethernet are common methods of creating a LAN.

PAN—A personal area network (PAN) is a computer network used for communication among computer devices (including cellular telephones, personal digital assistants, and printers) close to one person. A wireless personal area network (WPAN) is made possible with Bluetooth. The primary purpose of a WPAN is to replace USB or Firewire cables.

Subnet mask—Subnet mask is a number that identifies what subnetwork the computer is located on. This number will be the same on all computers on a home network.

WAN—A wide area network (WAN) is a computer network that covers a broad geographical area. The largest and most well-known example of a WAN is the Internet.

Ethernet networking

Wired Ethernet networking

An wired Ethernet network consists of two or more computers connected together through an Ethernet cable. This connection type is commonly used in offices around the world and can be used to build computer networks in the home.

Ethernet, Fast Ethernet, or Gigabit Ethernet

Important
Check local code requirements before installing Ethernet cable or other wiring in your home or office. Your municipality may require you to obtain a permit and hire a licensed installer.

Ethernet is available at three different speeds. Standard Ethernet runs at 10 Mbps, Fast Ethernet runs at 100 Mbps, and Gigabit Ethernet runs at 1000 Mbps. Most home networks are built using Standard or Fast Ethernet components. Business networks are typically built using Fast or Gigabit Ethernet components.

To create a wired Ethernet network, you or your electrician must install special Ethernet cables in your home or office.

Using a router

The most common way to set up a wired Ethernet network is Dynamic Host Control Protocol (DHCP) using a router. A DHCP network configuration uses a router to automatically assign IP addresses to each computer or network device. For information on setting up a router, see the router's documentation.

Example router-based Ethernet network

The following is an example of a wired Ethernet network. The network is made up of a router, a cable or DSL modem, your computers, and cables connecting each of these components. The router is the central control point for the network.

Tip
To add the ability to access a wireless Ethernet network to your wired Ethernet network, connect an access point to the router or use a router that has a built-in access point.

Attached to the router are all of your computers or Ethernet-ready devices. Also connected to the router is a cable or DSL modem that provides access to the Internet.

Equipment you need for a router-based Ethernet network

Important
For best results, all Ethernet components should be either standard Ethernet (10 Mbps), Fast Ethernet (100 Mbps or 10/100), or Gigabit Ethernet (1000 Mbps or 10/100/1000). A mixture of components rated at different speeds will result in your network running at the speed of the slowest rated component.

For a wired Ethernet network you need:

- Two or more computers with Ethernet jacks
- One router
- One broadband Internet connection (optional)
- Ethernet cables connecting all of the network equipment

When buying your router, be sure the model includes everything your network needs, including:

- Internet security features, such as a firewall, to protect your network from unwanted intruders
- 4-port switch to eliminate the need for additional network hardware
- DHCP server/dynamic IP address assignment to automatically configure network and IP addresses

Determining if an Ethernet card is already installed on your computer

▶ **To determine if an Ethernet card is already installed on your computer:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens.
2. Click **System and Maintenance**, then click **System**.
3. Click **Device Manager** from the task list on the left. The *Device Manager* window opens.
4. Click the plus (+) in front of **Network adapters**. The Ethernet device installed in your computer is listed. If one is not listed, you must install one.

■

Setting up wired Ethernet network hardware

Making sure your broadband connection works

Important

If you do not have a broadband connection already installed, make the necessary arrangements with your ISP. Be sure to find out how soon after the installation the line will be activated.

Broadband Internet settings differ from ISP to ISP. Before you begin setting up your network, you should contact your ISP for any specific instructions they have for setting up a network.

Before you change anything about your home setup, make sure that your broadband connection is working correctly. To test the connection, log onto the Internet using your current setup. If the connection is not working, contact your Internet service provider.

Installing Ethernet cards and drivers

After you have determined the type of Ethernet you are using for your network, you need to install Ethernet cards and drivers on the computers that do not have Ethernet already installed. To order wired or wireless Ethernet PCI or PC cards, visit the Accessories Store at www.gateway.com.

Use the documentation that comes with your Ethernet cards for instructions on installing the card and any required drivers.

Plug your Ethernet cable into your computer's jack and the router or the cable or DSL modem at this point, if you have not already done so.

Connecting network cables

We recommend using category 5, unshielded, twisted-pair cable (approximately 1/4-inch diameter with a thin outer-jacket, containing eight color-coded wires), and equipment compatible with this type of cable. This type of cable is equipped with RJ-45 connectors (like a large telephone jack connector, but with eight pins) on each end.

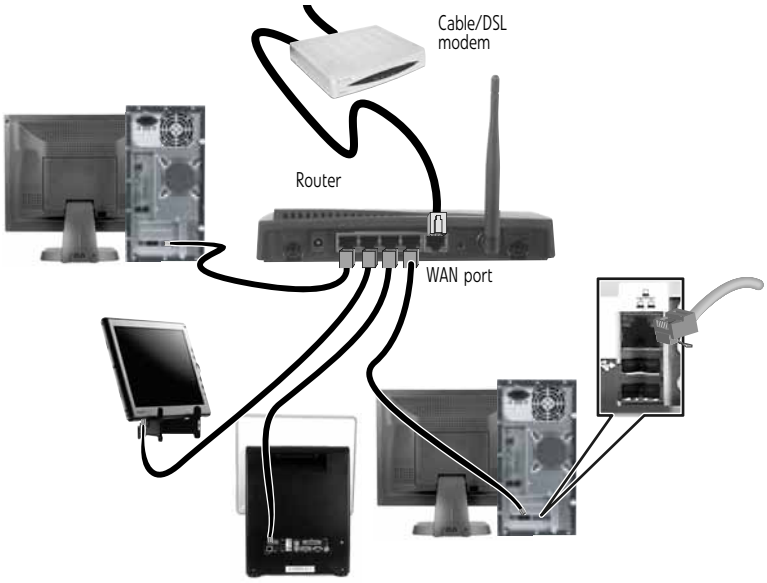
Category 5 cables are available in two different types; straight-through cables, used to connect computers to a router, and crossover cables, used to connect two computers.

To determine which type of cable you have, hold both ends of the cable with the connectors facing away from you and with the spring clip on the bottom. For straight-through cable, the wires on both connectors are attached to copper pins in the same order (same colors, left to right). For a crossover cable, the wires on each connector are attached to the copper pins in a different order (different colors, left to right).

Setting up a network using a router

If you are setting up a network for more than two computers and you will be connecting your network to a high-speed Broadband Internet connection (cable or DSL modem), we recommend the use of a router. A router lets you access the Internet connection from any network computer. The router can assign IP addresses to the computers on the network and can provide firewall protection for your network as well.

In addition to a router, you need a straight-through cable for each computer you want to connect to the network.



To set up a network using a router:

1. Plug one end of the power adapter into the AC connector on the router and the other end into a grounded, 110V electrical outlet.
2. Turn on your computers.
3. Plug one end of a straight-through network cable into any numbered port on the router (except the WAN port). The WAN port is used to connect the router to the DSL or cable modem and is identified by a label or a switch. Plug the other end of the cable into the network jack on the computer. As each computer is connected to the router, the corresponding green indicator should light on the front of the router, indicating a good connection.
4. Repeat Step 3 for each computer on the network.
5. For an Internet connection, plug a straight-through cable into the WAN port on the router and the other end into the Ethernet jack on the DSL or cable modem.

■

Wireless Ethernet networking

Wireless Ethernet networking is the latest advance in computer communication. With a wireless home network, you can set up your computer wherever you like.

A wireless Ethernet network uses radio waves to communicate. Typically, a wireless Ethernet network is made up of an access point, a cable or DSL modem (for Internet access), and your wireless computers.

Wireless Ethernet standards

Current wireless Ethernet standards include the following:

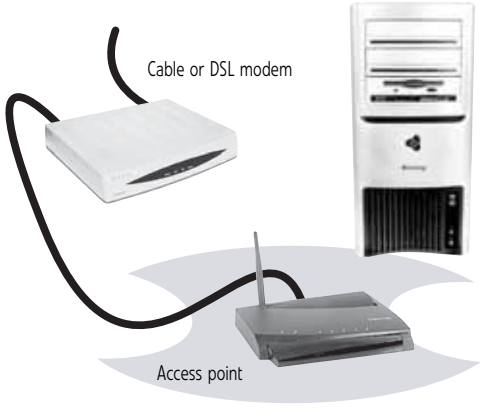
- 802.11a — 54Mbps
- 802.11b — 11Mbps
- 802.11g — 54Mbps
- 802.11n — 540Mbps

Speed is not the only issue if you decide to use equipment with different standards. Compatibility can also be an issue. Take the following into consideration when you purchase wireless equipment:

Access point	Wireless cards supported
802.11a	802.11a only
802.11b	802.11b only
802.11g	802.11b and 802.11g
802.11n	802.11b, 802.11g, and 802.11n

Using an access point

An access point is a small electronic device that serves as the central control point for your network. You connect your modem to the access point, set up a network connection, then browse the Internet, send e-mail, share files and folders with other networked computers, and access other devices, like a printer or scanner.



Equipment you need for an access point-based network

Tip

When you buy your access point, make sure it has:

- IEEE 802.11n support. 802.11n is the fastest method for wireless communications. 802.11n is compatible with the older IEEE 802.11g and IEEE 802.11b formats but not with the competing IEEE 802.11a format. Make sure that you get the correct format that matches your computer.
- DHCP server/dynamic IP address assignment capability that makes it easier to set up and access your network.
- Internet security features like a firewall to keep intruders out of your network.
- Wireless security features like SecureEasySetup™ or 128-bit WEP encryption.

If you are not sure what to buy, check out Gateway's accessory store at www.gateway.com.

For a wireless Ethernet network you need:

- Your Gateway computer with a wireless Ethernet network card installed
- A broadband Internet connection (optional)
- An access point

Determining if a wireless Ethernet device is already installed on your computer

▶ **To determine if an Ethernet card is already installed on your computer:**

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens.
2. Click **System and Maintenance**, then click **System**.
3. Click **Device Manager** from the task list on the left. The *Device Manager* window opens.
4. Click the plus (+) in front of **Network adapters**. The wireless Ethernet device installed in your computer is listed. If one is not listed, you must install one.

■

Setting up wireless Ethernet network hardware

Making sure your broadband connection works

Important

If you do not have a broadband connection already installed, make the necessary arrangements with your ISP. Be sure to find out how soon after the installation the line will be activated.

Broadband Internet settings differ from ISP to ISP. Before you begin setting up your network, you should contact your ISP for any specific instructions they have for setting up a network.

Before you change anything about your home setup, make sure that your broadband connection is working correctly. To test the connection, log onto the Internet using your current setup. If the connection is not working, contact your Internet service provider.

Installing wireless cards and drivers

After you have determined the type of wireless equipment you are using for your network, you need to install wireless cards and drivers on the computers that do not have them already installed. To order wireless Ethernet PCI or PC cards, visit the Accessories Store at www.gateway.com.

Use the documentation that comes with your wireless cards for instructions on installing the cards and any required drivers.

Setting up your access point

A wireless Ethernet network sends and receives information through radio waves. This means that another computer outside your network can intercept the radio waves and take control of your network.

If you do not set up security for your network, a *hacker* can gain access to your Internet connection to send spam e-mail and to your hard drive to download viruses or view your personal data, like credit card numbers, Social Security numbers, and personal online banking information.

Check your access point documentation for information about installing the access point and setting network security.

Establishing your Ethernet network connection

Naming the computers and the workgroup

Important

You must give each computer on the network a unique Computer Name and the same Workgroup Name.

Make sure that you have set up your router (wired network) or access point (wireless network). If you are setting up a wired network, make sure that you have connected the network cabling.

To identify this computer on the network:

1. Click **Start**, then click **Control Panel**. The *Control Panel* window opens.
2. Click **System and Maintenance**. The *System and Maintenance* window opens.
3. Click **System**, then click **Change Settings** in the **Computer Name, Domain and Workgroup settings** area. The *System Properties* dialog box opens.
4. Click **Change**.
5. If your computer does not already have a name, type a unique computer name in the **Computer name** box. This name identifies the computer to other users on the network. Use a computer name of up to 15 characters with no blank spaces. Each computer name must be unique on your network. All-numeric computer names are not allowed. Names must contain some letters.
6. Type a name for your workgroup in the **Workgroup** box. Use a workgroup name of up to 15 characters with no blank spaces. The workgroup name must be the same for all computers in your network workgroup, and the name must be different than any computer name on your network.
7. Click **OK**. When you are prompted to restart your computer, click **Restart Now**.

■

Configuring the TCP/IP protocol

A networking protocol is a language computers use to talk to each other. One of several available protocols must be set up on each computer you plan to use on your network. We recommend you use the Transmission Control Protocol/Internet Protocol (TCP/IP), which is widely accepted and compatible for local area networks (LANs), as well as for Internet communications.

When networking is set up in Windows Vista™, TCP/IP is automatically installed as the default protocol.

Using a DHCP server

In order to use the TCP/IP protocol on a computer with a router or access point router, the protocol must be set to "Obtain an IP address from a DHCP server." This is typically preset when you receive your computer.

Configuring your router

After you have named your computers and set up TCP/IP on them, you can configure your router using your Web browser. For instructions, see your router's documentation.

Connecting to a wireless Ethernet network

Important
Each computer on your network needs a unique Computer Name. All the computers on your network need the same Workgroup Name. You may have already named your computer and workgroup the first time you turned on your computer.

Connecting to your network

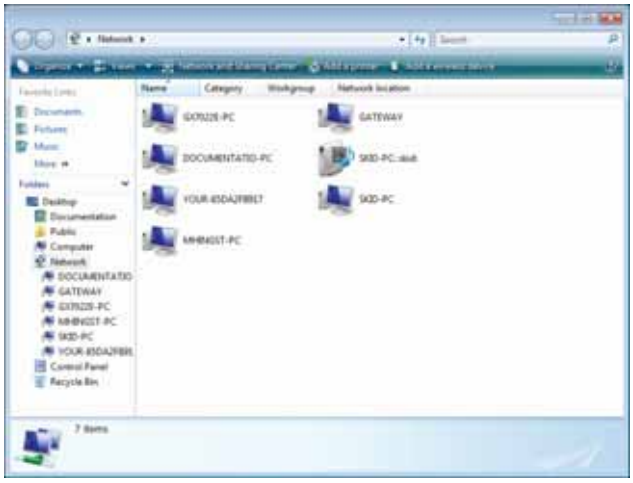
Help
For more information about connecting to your network, click **Start**, then click **Help and Support**. Type the following keywords in the **Search Help** box, then press ENTER.

- Connect to an available network
- Manually add a wireless Ethernet network
- Connecting to wireless Ethernet network.

After you have named your computer and workgroup, you need to set up the network connection on your computer.

▶ **To connect to your wireless Ethernet network:**

1 Click **Start**, then click **Network**. The *Network* window opens.



2 Click **Network and Sharing Center**. The *Network and Sharing Center* window opens.

3 Click **Connect to a network** on the left of the window. The *Connect to a network* dialog box opens.

4 Click a network, then click **Connect**.

If you can see the network name, but you cannot connect to it, your network is using security. Right-click on the network, then click **Properties**. Modify the security settings to match the settings you set on your access point.

■

Wireless security

For information on wireless security, refer to the documentation that came with your access point.

Help
For more information about wireless network security methods, click **Start**, then click **Help and Support**. Type the keyword **wireless network security methods** in the **Search Help** box, then press ENTER.

Testing your network

Now that your home network is set up, log onto one of your computers and access a favorite Internet Web site.

If you are unable to connect to the Internet:

- Click **Start**, **Control Panel**, **Network and Internet**, then the **Network and Sharing Center**. Choose **Diagnose and Repair** on the left of the window. Take any actions suggested.
- If you are using a wired Ethernet network, check all physical cable connections
- Make sure that your router or access point is plugged in and compare the status lights on the front of the router or access point with the patterns described in the router or access point documentation
- Temporarily turn off any firewall software on your desktop computer
- Turn off all of the devices, then power them back on
- Refer to your router's or access point's troubleshooting information
- Contact your Internet service provider

Adding a printer to your network

Instead of plugging a printer into each of your computers, you can add a printer to your network. To add a printer to the network, do one of the following:

- Connect your printer to your networked computer, then share the printer. For information about sharing printers, see "Sharing drives and printers" on page 52.
- Connect your printer to your router or access point if the router or access point includes a USB or parallel port. For more information, see the instructions that came with your router or access point.
- Use a printer that has built-in networking.
- Use a print server.

Sharing resources

With a network, you can share your Internet connection, drives, and printers.

Sharing drives and printers

With a network, you can *share* drives (for example hard drives and DVD drives) and printers among the computers connected to the network.

Important
To share a printer among the network computers, each computer must have the shared printer's drivers installed. Follow the instructions included with your printer to install the printer drivers on each computer.

After the drives and printers on each network computer are shared, you can access them as though they were attached directly to your computer. Then you can:

- View a network drive
- Open and copy files stored on other network computers
- Print documents on network printers

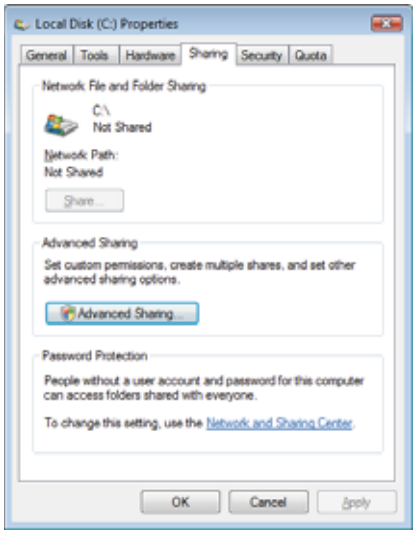
Sharing drives or folders

To share drives or folders:

1. Click **Start**, then click **Computer**.
2. Right-click the drive or folder that you want to share, then click **Share**. The **Properties** dialog box opens.

   If you share a drive, the entire contents of that drive will be available to everyone on your network. If you share a folder, only the contents of that folder will be available to everyone on the network.

3 Click the **Sharing** tab.



If **Share** is grayed out, click **Advanced Sharing** to set sharing for this drive or folder.

4 Click **OK**, then click **Close**.

■

Un-sharing drives and folders

▶ **To un-share drives or folders:**

1 Click **Start**, then click **Computer**.

2 Right-click the drive or folder that you want to un-share, then click **Share**.

3 Click **Advanced Sharing**, then click **Share this folder** (or drive) to uncheck the box.

4 Click **Apply**, then click **OK**.

■

Sharing printers

▶ **To share printers:**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens.

2 Under **Hardware and Sound**, click **Printer** The *Printers* window opens.

3 Right-click the name and icon of the printer you want to share, then click **Sharing** on the menu.

4 On the **Sharing** tab, click **Share this printer**, then click **OK**.

■

Using the network

After the drives and printers on each network computer are shared, you can:

- View shared drives and folders
- Map a network drive
- Open and copy files stored on other network computers
- Print documents on network printers

Viewing shared drives and folders

Help
For more information about workgroups, click **Start**, then click **Help and Support**. Type the keyword **workgroups** in the **Search Help** box, then press ENTER.

To view shared drives and folders:

1. Click **Start**, then click **Network**. The *Network* window opens.
2. If no drives or folders are displayed, click the option bar under the menu bar, then click **Turn on network discover and file sharing**.
3. Double-click the name of the computer containing the drive or folder you want to view. All shared drives and folders are listed.

■

Creating a shortcut to a network drive

After a shortcut is created on a computer for a drive or folder on another computer, the contents of the drive or folder can be accessed as if the drive were attached directly to the computer.

For example, a shortcut is created on computer 2 to the **My Documents** folder on computer 1. To access the **My Documents** folder on computer 1 from computer 2, double-click the shortcut icon.

To map a network drive:

1. Locate the drive or folder by completing the steps in "Viewing shared drives and folders" on page 54.
2. Right-click the drive or folder, then click **Create Shortcut**. A shortcut is created for the drive or folder and the icon for the shortcut is placed on your desktop.
3. Click **X** to close the window.

■

Opening files across the network

To open files across the network:

1. Start the program for the file you want to open.
2. Click **File**, then click **Open**.
3. Browse to the network drive that contains the file you want to open.
4. Double-click the folder containing the file, then double-click the file.

■

Copying files across the network

To copy files across the network:

1. Click **Start**, then click **Computer**. The *Computer* window opens.
2. Browse to the network drive that contains the file you want to copy.
3. Browse to the file you want to copy.
4. Right-click the file, then click **Copy**.
5. Right-click the folder where you want to copy the file to, then click **Paste**.

■

Printing files across the network

Important
Before you can print a file across the network, you must install the driver for the printer on the computer you are sending the file from. You can obtain the printer driver and installation instructions from the CD that shipped with your printer or from the manufacturer's Web site.

To print files across the network:

1. Open the file you want to print, then click **Print**.
2. Click the arrow button to open the printer name list, then click the network printer.
3. Click **Print**.

■

Bluetooth networking

You can use Bluetooth to communicate with other Bluetooth-enabled devices. These devices may include printers, MP3 players, cellular telephones, and other computers. Bluetooth lets you transfer information between these devices without the use of a USB or Firewire cable. To access a Bluetooth-enabled device, you must install the device, then connect to the Bluetooth personal area network.

Important
Your notebook may have a Bluetooth radio built-in. If you are using a desktop computer or if your notebook does not have built-in Bluetooth, you can purchase a Bluetooth adapter to connect to a USB port on your computer.

To install a Bluetooth enabled device:

1. Turn on your Bluetooth radio and the Bluetooth device.
2. Click (**Start**), **Control Panel**, then click **Hardware and Sound**.
3. Click **Bluetooth Devices**.
4. Click **Add**, then follow the on-screen instructions.

■

To install a Bluetooth printer:

1. Turn on your Bluetooth radio and the Bluetooth printer.
2. Click (**Start**), **Control Panel**, then click **Hardware and Sound**.
3. Click **Add a printer**.
4. Click **Add a network, wireless, or Bluetooth printer**, click **Next**, then follow the on-screen instructions.

■

To connect to a Bluetooth personal area network:

1. Turn on your Bluetooth radio and the Bluetooth device.
2. Click (**Start**), **Control Panel**, then click **Network and Internet**.
3. Click **Network and Sharing Center**.
4. Click **Manage Network Connections**. The *Network Connections* window opens.
5. Under **Personal Area Network**, click **Bluetooth Network Connection**.
6. On the toolbar, click **View Bluetooth network devices**. The *Bluetooth Personal Area Network Devices* dialog box opens.
7. Under **Bluetooth devices**, click that device you want to connect to, then click **Connect**.

■

Help
For more information about Bluetooth, click **Start**, then click **Help and Support**. Type **Bluetooth** in the **Search Help** box, then press ENTER.

CHAPTER 6
Protecting your computer

- Hardware security
- Data security
- Security updates

Hardware security

Although you may be able to replace your computer with a call to your insurance agent, you cannot replace the information stored on your computer. Take steps to prevent theft of your computer.

Kensington lock slot

The first step in computer security is preventing your computer from being stolen.

Attach a cable lock to the Kensington lock slot on your computer, then wrap the cable lock to a solid object like a desk or table. You can buy a cable lock at most electronics stores and many department stores.

For the location of the Kensington lock slot, see your reference guide.

Data security

The second step in computer security is keeping your data safe and secure.

Startup and hard drive password

Use a startup and hard drive password to keep other people from using your computer. You have to enter your password when you turn on your computer or access your files.

These passwords are set in your computer's BIOS setup utility. Use a password that you can remember but that would be hard for someone else to guess.

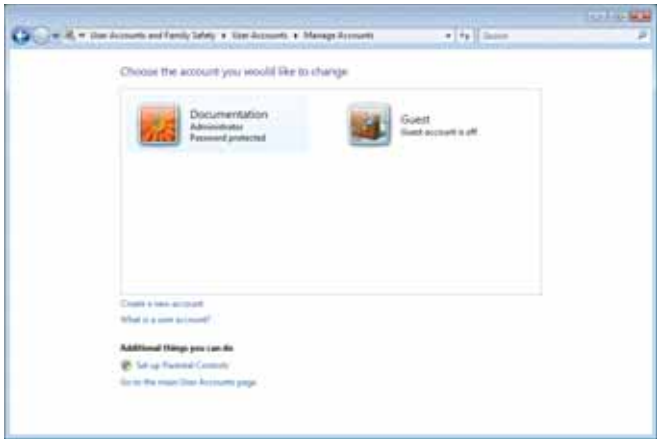
Tip

For instructions on creating a startup and hard drive password, see your computer's *Reference Guide*. Make sure that you use a password you can remember. The password feature is very secure, and you cannot bypass it. If you forget your password, you will have to return your computer to Gateway so we can reset it.

Windows user accounts

Windows lets you set up a user account for each person who uses your computer. When you set up user accounts, Windows sets up a My Documents folder for each account. You can assign a password to each account so only the account owner can access files in the My Documents folder.

When you set up a user account, you can also limit the programs that a user can install or run.



Help

For more information about Windows user accounts, click **Start**, then click **Help and Support**. Type the keyword **user accounts** in the **Search Help** box, then press ENTER.

Protecting your computer from viruses

A *virus* is a program that attaches itself to a file on a computer, then spreads from one computer to another. Viruses can damage data or cause your computer to malfunction. Some viruses go undetected for a period of time because they are activated on a certain date.

Protect your computer from a virus by:

- Registering your copy of McAfee SecurityCenter and subscribing to the virus definition update service. You may have received a free limited time subscription to one of these services when you purchased your computer.
- Using the McAfee VirusScan program to check files and programs that are attached to e-mail messages or downloaded from the Internet.
- Checking all programs for viruses before installing them.
- Disabling macros on suspicious Microsoft Word and Excel files. These programs will warn you if a document that you are opening contains a macro that might have a virus.
- Periodically updating the McAfee VirusScan program to protect against the latest viruses.
- Making sure the Windows Security Center is configured to provide you with the highest level of protection.

Tip

For more information about modifying security settings, see "Modifying security settings" on page 64.

Your new Gateway computer may have the McAfee SecurityCenter installed. The McAfee SecurityCenter includes the following components:

- *McAfee VirusScan* is an anti-virus subscription service. You can use VirusScan to protect your computer from viruses, worms, Trojan horses, and hybrid attacks.
- *McAfee Personal Firewall* blocks unwanted inbound and outbound Internet traffic to prevent hacker attacks.

- *McAfee Privacy Service* protects against online identity theft by blocking the transmission of personally identifiable information. This service also filters offensive online content (including pop-ups, ads, and web-bugs) and monitors, controls, and logs where children surf.
- *McAfee Spamkiller* prevents identified spam from reaching your e-mail inbox and protects you against known *Phishing* scams.

Help
For more information about protecting your computer against viruses, click **Start**, then click **Help and Support**. Type the keyword **viruses** in the **Search Help** box, then press ENTER.

Using McAfee SecurityCenter

Scanning for and removing viruses

▶ **To scan for and remove viruses:**

1. Click (**Start**), **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2. Click **Scan**. McAfee scans your computer for viruses and automatically removes any that it finds. When McAfee is finished scanning, the program displays a summary of the items detected and removed from your computer.
   ■

Updating your virus definitions

McAfee is set up to automatically retrieve the latest virus definitions from the Internet and install them on your computer. If you turn off this automatic feature, you should manually update your virus definitions.

To update your virus definitions:

1. Make sure that you are connected to the Internet.
2. Click (**Start**), **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

3. Click **Update**. The McAfee SecurityCenter checks for updates.

■

Important
To update McAfee SecurityCenter after the subscription period expires, you must extend your subscription.

Configuring McAfee VirusScan

You can configure McAfee VirusScan to perform a virus scan at certain times and on certain drives on your computer. You can also configure the types of files that it scans for.

To configure McAfee VirusScan:

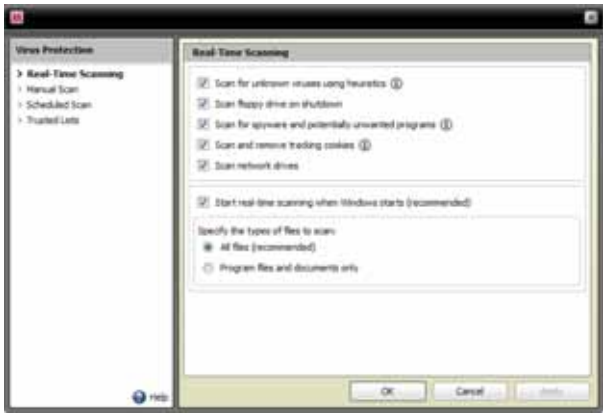
1. Click (**Start**), **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2 Click **Computer & Files**. A list of services appears to the right of Computer & Files category.

3 Click **Configure** in the services area. The *Computer & Files Configuration* screen opens.

McAfee SecurityCenter
Update
Scan
Common Tasks
Home
View Recent Events
Lockdown Firewall
Restore Firewall Defaults
Components Installed
VirusScan
Personal Firewall
Advanced Menu
Computer & Files Configuration
Virus protection is enabled
On
Off
Files are automatically scanned.
Real-time scanning protection defends your computer against viruses, worms, Trojan horses, suspect scripts, hybrid attacks, and other threats. It automatically scans and attempts to repair detected files (including .exe compressed files and boot sector) when they are accessed by either you or your computer.
Advanced...
Spyware protection is enabled
Script scanning protection is enabled

4 Click the grey **Virus protection is enabled** bar to expand that area, then click **Advanced**.



5 Click the type of scan you want to configure, then set the options for that scan type.

6 Click **OK**.

■

Using McAfee Parental Controls

You can use McAfee Parental Controls to restrict your children from accessing specific Web sites or spending too much time on the Internet.

▶ **To use McAfee Parental Controls:**

1. Click (@) (**Start**), **All Programs**, **McAfee**, then click **McAfee SecurityCenter**. McAfee SecurityCenter opens.

2. Click **Parental Controls**, then click **Configure** in the services area. The *Parental Controls Configuration* screen opens.

3. Click the grey **Parental controls are disabled** bar to expand that area, then click **Advanced**.

4 Click the control you want to configure, then follow the instructions for modifying that control.

5 Click **OK**.

■

Using Windows Security Center

Windows Security Center helps protect your computer through:

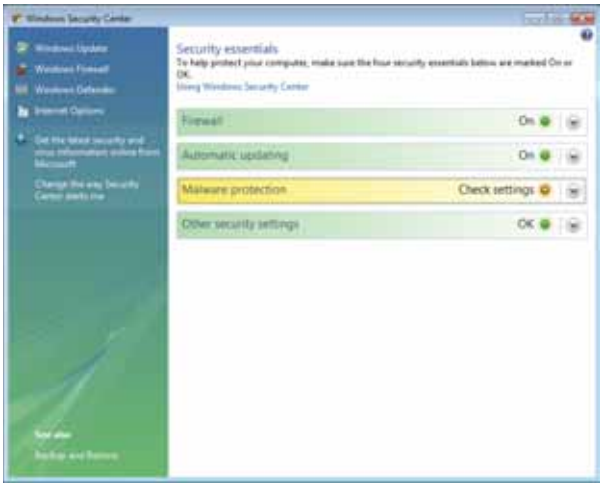
- A firewall
- Automatic Windows updates
- Third party virus protection software
- Security options in Internet Explorer

Modifying security settings

▶ **To modify security settings:**

1 Click (**Start**), **Control Panel**, then Click **Security**.

2 Click **Security Center**. The *Windows Security Center* dialog box opens.



3 Click:

- **Windows Update** to run Windows Update or modify the Windows Update settings.
- **Windows Firewall** to prevent outsiders from accessing the information on your computer.
- **Windows Defender** to scan your computer for malicious or unwanted software that may have been placed on your computer either from an Internet Web site or from other programs that you have installed.
- **Internet Options** to prevent certain programs from running on your computer that might be found on web sites.

Help
For more information about Windows Security Center, click **Start**, then click **Help and Support**. Type the keyword **security center** in the **Search Help** box, then press ENTER.

■

For more information about the Windows Security Center, click **Get help about Security Center**.

Security updates

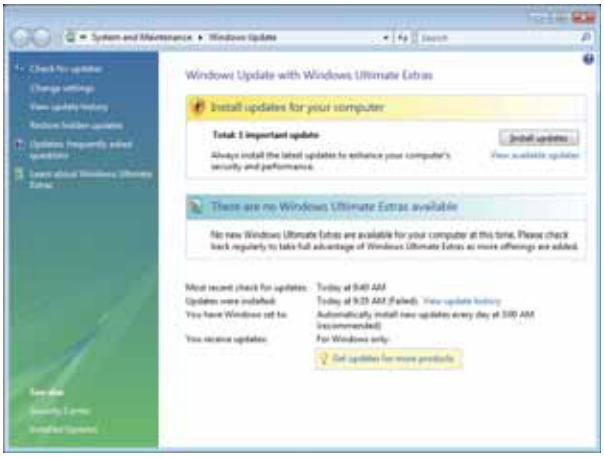
To keep your computer secure, you need to keep Windows and your computer's system software up to date.

Windows Update

If a hacker finds a way to bypass the security features built into Windows, Microsoft creates a high-priority Windows update to fix the problem. You should update Windows regularly to keep your computer secure.

▶ **To update Windows:**

1. Click (**Start**), **Control Panel**, then click **Security**.
2. Click **Security Center**. The *Windows Security Center* dialog box opens.
3. Click **Windows Update**. Windows checks the Microsoft web site to see if any updates are available.


Windows Update with Windows Ultimate Extras
Install updates for your computer
There are no Windows Ultimate Extras available

4. Click:
   - **Install Updates** to download and install updates on your computer. These updates include security updates.
   - **Install Extras** to download additional Windows software for your computer.

Help
For more information about Windows Update, click **Start**, then click **Help and Support**. Type the keyword **Windows update** in the **Search** box, then press ENTER.

■

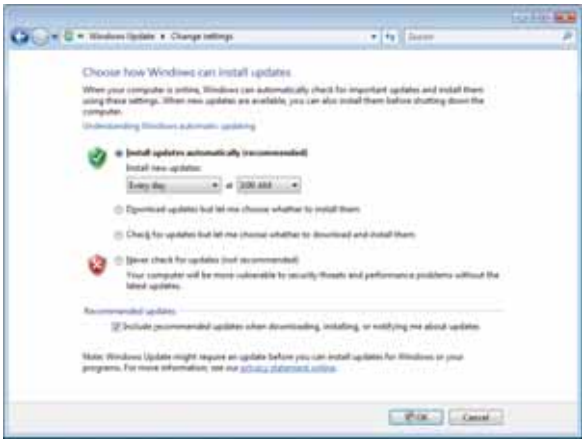
Scheduling automatic updates

Use the Windows Security Center to schedule automatic updates. Windows can routinely check for the latest updates for your computer and install them automatically.

▶ **To schedule automatic updates:**

1. Click (**Start**), **Control Panel**, then click **Security**.
2. Click **Security Center**. The *Windows Security Center* dialog box opens.
3. Click **Windows Update**.

4 Click **Change Settings**. The *Change Settings* dialog box opens.



5 Make your changes to the schedule settings, then click **OK**.

■

BigFix

Your computer may include BigFix. BigFix monitors your computer for problems and conflicts. It automatically gathers information about the latest bugs, security alerts, and updates from BigFix sites on the Internet. Whenever BigFix detects a problem, it alerts you by flashing the blue taskbar icon. To fix the problem, click on that icon to open BigFix.

CHAPTER 7
Customizing Windows

- Changing screen settings
- Changing system sounds
- Changing mouse settings
- Adding and modifying user accounts
- Changing power-saving settings
- Changing accessibility settings
- Setting up parental controls

Changing screen settings

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Changing color depth and screen resolution

Color depth and screen resolution are two of the most basic monitor settings you may need to change to suit your needs.

Color depth is the number of colors your computer uses to display images on your monitor. Most images look best displayed with the maximum number of colors available. If the color in your images seems "false" or "jumpy," especially after you have played a game or run a video-intensive program, check the color depth setting and return it to the highest color setting, if necessary.

Screen resolution is the number of pixels (individual colored dots) your computer uses to display images on your monitor. The higher the resolution, the more information and screen components (such as icons and menu bars) can be displayed on the monitor.

Help
For more information about adjusting the screen, click **Start**, then click **Help and Support**. Type **adjusting monitor settings** in the **Search Help** box, then press ENTER.

▶ **To change the color depth or screen resolution:**

1. Click (**Start**), **Control Panel**, then under **Appearance and Personalization**, click **Adjust Screen Resolution**. The *Display Settings* dialog box opens.

2. To change the color depth, click the **Colors** list, then click the color depth you want.
   - **Low (8-bit)** = 256 colors
   - **Medium (16-bit)** = 65,500 colors
   - **Highest (32-bit)** = 16,700,000 colors
3. To change the screen resolution, drag the **Resolution** slider to the size you prefer.
4. Click **Apply**. If the new settings do not look right, click **No**. If the new settings make the screen illegible and you cannot click **No**, the settings return to their previous values after several seconds.
5. Click **OK**, then click **Yes** to save your changes.

■

Changing the appearance of windows and backgrounds

You can change the appearance of Windows desktop items, such as the colors of windows and dialog boxes and the color and design of the desktop background.

To change window colors and effects:

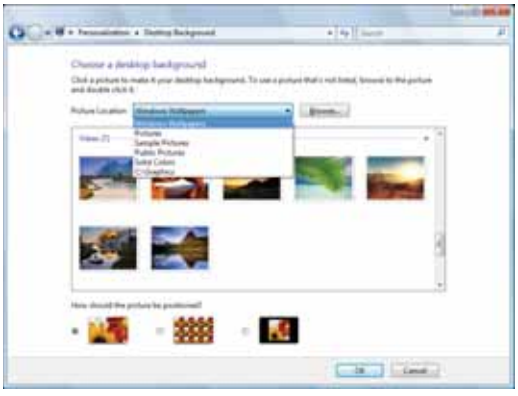
1. Click (**Start**), **Control Panel**, then under **Appearance and Personalization**, click **Customize colors**. The *Window Color and Appearance* dialog box opens.

2. Click one of the color choices and adjust the **Color intensity** slider, then click **OK**. Your new color settings are applied.
3. For even more color adjustment options, such as color schemes, shading effects, and screen fonts, click (**Start**), **Control Panel**, then under **Appearance and Personalization**, click **Change the color scheme**. Change the setting you want, then click **OK**.

■

To change the Windows desktop background:

1. Click (**Start**), **Control Panel**, then under **Appearance and Personalization**, click **Change desktop background**. The *Choose a desktop background* dialog box opens.



2. Click the **Picture Location** list, then click the location where you want to look for background images. If the location you want is not in the list, click **Browse** and locate the drive and folder.
3. Click the picture or color you want to use for the background, then click **OK**.

■

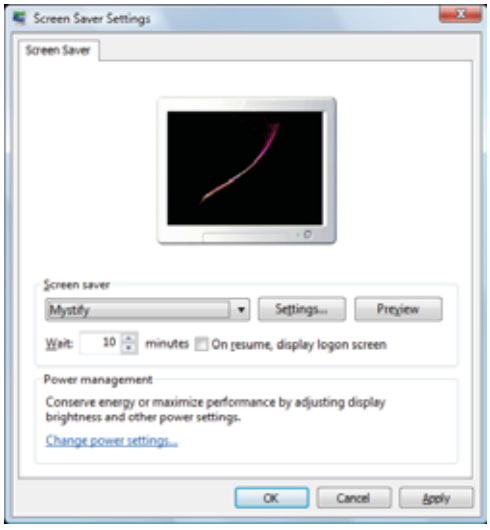
Selecting a screen saver

Caution
If you are using a monitor (not a flat-panel display), an image may get burned in on your monitor screen if you leave your computer on for long periods of time without using it. You should use a screen saver which constantly changes its image to avoid this damage. Flat panel displays cannot be damaged with image burn-in.

You can use a screen saver to keep others from viewing your screen while you are away from your computer. Windows supplies a variety of screen savers that you can choose from, and many more are available from the Internet and as commercial products.

▶ **To select a screen saver:**

1. Click (**Start**), **Control Panel**, **Appearance and Personalization**, then click **Change screen saver**. The *Screen Saver Settings* dialog box opens.



2. Click the **Screen saver** list, then click the screen saver you want to use. An example of the screen saver plays on the preview screen.
   - To change the settings for the screen saver, click **Settings**, change the settings, then click **OK**.
   - To see a full-screen preview of the screen saver, click **Preview**.
   - To change the length of computer inactivity time that passes before the screen saver starts, change the number of minutes in the **Wait** box.
3. Click **OK**. Your screen saver changes are applied.

Help
For more information about selecting a screen saver, click **Start**, then click **Help and Support**. Type **screen savers** in the **Search Help** box, then press ENTER.

■

Changing gadgets

Gadgets are constantly running mini-programs that are visible on your Windows desktop. They can be moved, removed, resized, and configured according to your preference. Although you can position them anywhere on your desktop, gadgets are usually visible on the right edge of your screen in the *Sidebar*.

Gadgets can include:

- Clocks and timers
- News feeds, weather forecasts, and stock tickers
- Slide shows and puzzles
- Calendars and contact lists
- Sticky notes

To add a gadget:

1. Click the **+** at the top of the Sidebar, or right-click in an empty area of the Sidebar and click **Add Gadgets**. The gadget selection window opens.

2. Click the gadget you want, then drag it to the Sidebar.

Tip
To shop online for more gadgets, click **Get more gadgets online**.
To delete a gadget, right-click the gadget, then click **Close Gadget**.

■

To configure a gadget:

1. In the Sidebar, right-click the gadget, then click **Options**. The gadget's configuration window opens.

2. Make the changes you want, then click **OK**. Your changes are saved.

■

Using a gadget's control panel

Some gadgets have built-in control panels that you can use to control their behavior.

▶ **To use a gadget's control panel:**

1. In the Sidebar, hold the mouse pointer over the gadget. The gadget's built-in control panel appears on the gadget. (Slideshow gadget shown)

2. Click the control you want to operate.

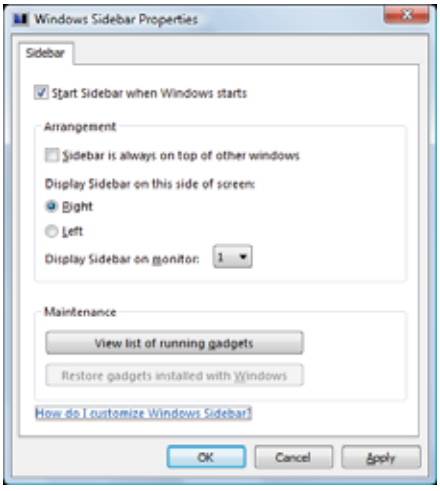
■

Configuring the gadget Sidebar

You can change the appearance and behavior of the Sidebar.

▶ **To change Sidebar properties:**

1. Right-click in an empty area of the Sidebar, then click **Properties**. The *Windows Sidebar Properties* dialog box opens.



You can change:

- Whether the Sidebar starts each time Windows starts
- Whether the Sidebar is always on top of other windows (always visible)
- The side of the screen the sidebar appears on
- The monitor that the sidebar appears on (if you have multiple monitors)

■

Setting up multiple monitors

Important
The dialog boxes shown in this section are for demonstrative purposes only and may not represent the screens on your computer.

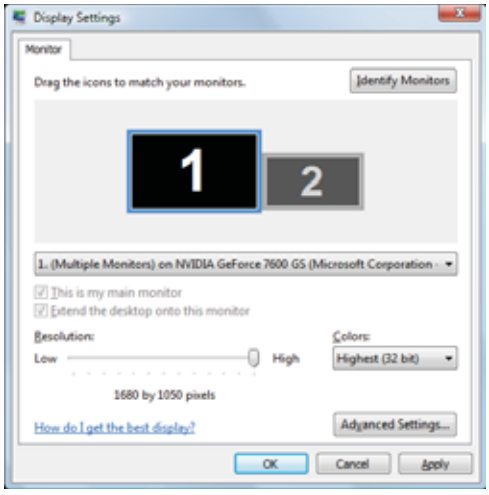
If your computer's video card supports additional monitors (it must have two video ports), you can connect an additional monitor or projector to your computer.

You can use the second monitor or projector as a duplicate of the primary display, or as an extension to roughly double the size of your Windows desktop. Use the additional desktop space to accommodate additional windows.

▶ **To use a projector or additional monitor:**

1. Turn off your computer.
2. Plug the projector or monitor cable into the secondary monitor port on your computer. For the location of the monitor port on your computer, see the setup poster or your *Reference Guide*.
3. Plug the projector's or monitor's power cord into an AC power outlet, then turn it on.
4. Turn on your computer. Windows recognizes the new hardware and searches for its driver. You may need to install the driver from the disc supplied by the manufacturer or download the driver from the manufacturer's Web site.
5. After the driver is installed, click (**Start**), **Control Panel**, **Appearance and Personalization**, **Personalization**, then click **Display Settings**. The *Display Settings* dialog box opens.

Shortcut
Right-click an empty space on the desktop ⇨ **Personalize** ⇨ **Display Settings**.



6. Right-click the second monitor icon (labeled *2*), click **Attached**, then click **Apply**.
7. Adjust properties such as **Resolution** or **Color Quality** if necessary.

Tip
To help identify your multiple monitors in the *Display Settings* dialog box, click **Identify Monitors**. A large number appears on the screen of each monitor.

8. To use the second monitor or projector as a "mirror" (duplicate) of the primary monitor (both monitors have the same content), click to deselect the check box for **Extend my Windows desktop onto this monitor**.

9 To use the second monitor or projector as an extension of your desktop (increasing the size of your Windows desktop), click to select the check box for **Extend my Windows desktop onto this monitor**. You can click and drag the "2" monitor icon to position it the same way the physical monitor is arranged on your desk.

10 Click **OK**.

■

Changing system sounds

You can change the sounds that play for system events, such as Windows startup and shut down, logging on and logging off, window maximizing and minimizing, and error messages.

▶ **To change system sounds:**

1 Click ⊞ (**Start**), **Control Panel**, **Hardware and Sound**, then under **Sound**, click **Change system sounds**. The *Sound* dialog box opens.

2 Click the **Sound Scheme** list, then click the sound scheme you want.

- OR -

Click an event in the **Program** list, then click the **Sounds** list and click the sound file you want associated with the event. If you do not see the sound file in the **Sounds** list, click **Browse** and find the file in the appropriate folder.

3 To test a sound you have selected, click **Test**.

4 Click **OK** to save your changes.

■

Changing mouse settings

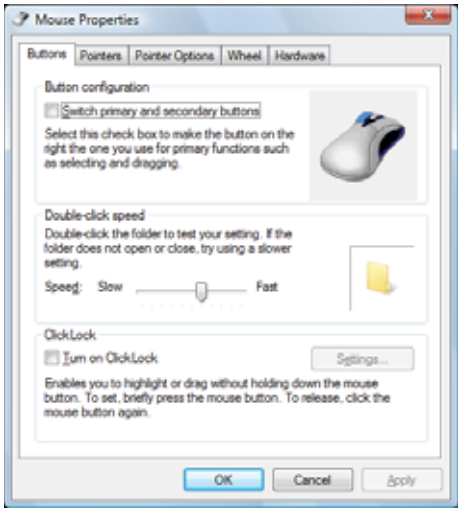
Help
For more information about mouse settings, click **Start**, then click **Help and Support**. Type **mouse settings** in the **Search Help** box, then press ENTER.

You can adjust the double-click speed, pointer speed, left-hand or right-hand configuration, and other mouse settings.

▶ **To change your mouse settings:**

Shortcut
Start ⇨ Control Panel ⇨ Hardware and Sound ⇨ Mouse

1 Click (**Start**), **Control Panel**, then under **Hardware and Sound**, click **Mouse**. The *Mouse Properties* dialog box opens.


Mouse Properties
Buttons
Pointers
Pointer Options
Wheel
Hardware
Button configuration
Switch primary and secondary buttons
Select this check box to make the button on the right the one you use for primary functions such as selecting and dragging.
Double-click speed
Double-click the folder to test your setting. If the folder does not open or close, try using a slower setting.
Speed:
Slow
Fast
ClickLock
Turn on ClickLock
Settings...
Enables you to highlight or drag without holding down the mouse button. To set, briefly press the mouse button. To release, click the mouse button again.
OK
Cancel
Apply

2 Change the settings you want. You can:

- Switch the left and right buttons
- Change the double-click speed
- Change the pointer appearance and speed
- Change the mouse wheel actions

3 Click **OK** to save your changes.

■

Adding and modifying user accounts

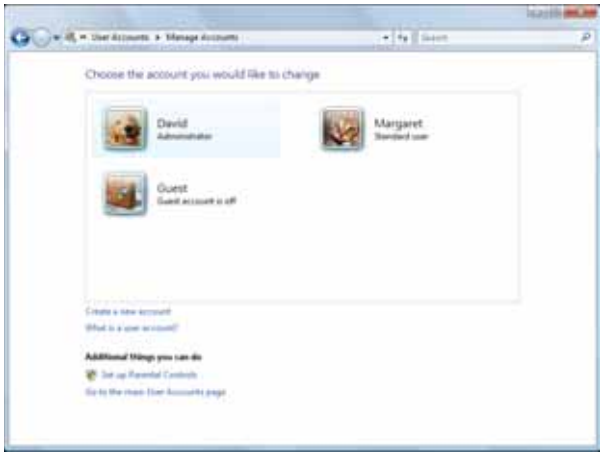
You can create and customize a user account for each person who uses your computer. You can also change between user accounts without turning off your computer.

User account tips

- If you want to create an account for someone, but you do not want that user to have full access to your computer, be sure to make that account *limited*. Remember that limited accounts may not be able to install some older programs.
- Files created in one account are not accessible from other accounts unless the files are stored in the *Shared Documents* folder. The *Shared Documents* folder is accessible from all accounts on that computer and from other computers on the network.

▶ **To add, delete, or modify user accounts:**

1. Click ⊞ (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Add or remove user accounts**.



- To create a new account, click **Create a new account**, then follow the on-screen instructions to finish the setup.
- To change an account, click the account name, then click the option you want to change.
- To delete an account, click the account name, then click **Delete the account** and confirm the deletion of related files. The account is deleted. (You cannot delete the administrator account.)

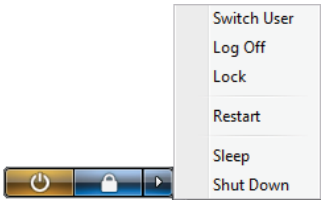
Help
For more information about user accounts, click **Start**, then click **Help and Support**. Type **user accounts** in the **Search Help** box, then press ENTER.

■

To switch between user accounts:

1 Save any open documents that are being worked on in your current account.

2 Click (**Start**), click the arrow next to the lock icon, then click **Switch User** or **Log Off**.



- **Switch User** opens the account selection screen but does not log off the current user, and any programs that were running for the previous user continue to run.
- **Log Off** logs off the current user, then opens the account selection screen.

Caution
If you click **Log Off**, any programs that were running may be closed, and unsaved document changes may be lost.

3 Click the user account that you want to use.

■

Changing power-saving settings

Changing the power plan

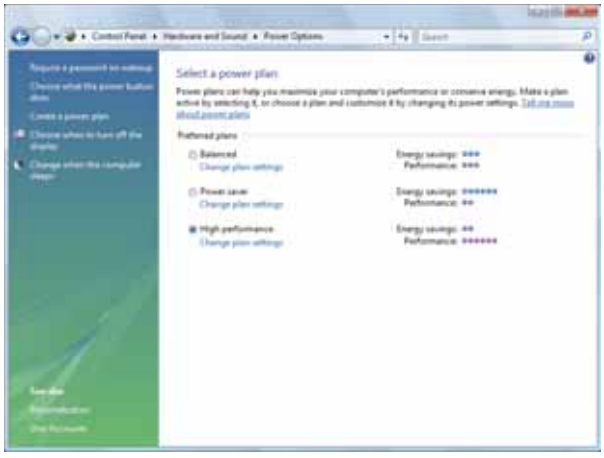
Power plans (groups of power settings) let you change power saving options such as when the monitor or hard drive is automatically turned off. You can select one of the defined power plans or create a custom power plan.

Help
For more information about power plans, click **Start**, then click **Help and Support**. Type **power plan** or **power management** in the **Search Help** box, then press ENTER.

To change the power plan:

Shortcut
Start ⇨ Control Panel ⇨ System and Maintenance ⇨ Power Options

1 Click (**Start**), **Control Panel**, **Hardware and Sound**, then under **Power Options**, click **Change power-saving settings**. The *Select a power plan* dialog box opens.



2 Click a power plan (default plans shown):

- **Balanced** uses several energy-saving features while maintaining reasonable performance and convenience.
- **Power saver** maximizes energy savings but reduces performance and convenience.
- **High performance** maximizes performance but reduces energy savings.

3 To change a power plan, click **Change plan settings**, change the settings you want, then click **Save changes**.

4 To change advanced power settings, click **Change plan settings**, **Change advanced power settings**.

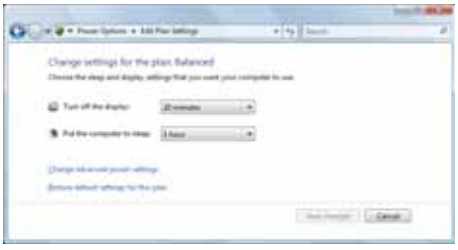
5 Change the settings you want, then click **OK**.

You can change:

- Power-down times for your hard drive, wireless network adapter, USB devices, and processor
- Power management settings for your display, processor, and expansion cards
- Behavior of your computer's power button

6 Click **Save changes**.

7 To create a new power plan, on the left side of the *Select a power plan* window click **Create a power plan**, then follow the on-screen instructions.



■

Changing accessibility settings

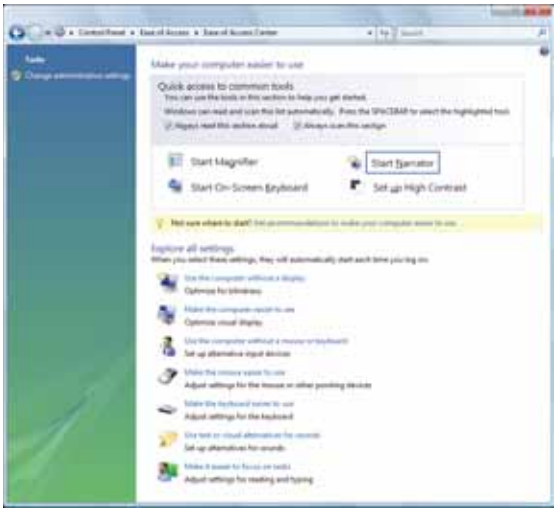
Your computer can be a powerful tool, but it may be less useful to you if items on the screen are difficult to see, or if the mouse is difficult to control. Windows has several tools that help you use it more easily.

Using the Ease of Access Center

Use the Ease of Access Center to change several system display settings.

▶ **To use the Ease of Access Center:**

1. Click (**Start**), **Control Panel**, **Ease of Access**, then click **Ease of Access Center**. The Ease of Access Center opens.



2. In the **Quick access to common tools** section, click one of the following options to make some of the most common accessibility changes to Windows:
   - **Start Magnifier** provides a close-up view of the area near your mouse pointer.
   - **Start On-Screen Keyboard** displays a keyboard on the screen. You can press keys on the on-screen keyboard by clicking them with your mouse.
   - **Start Narrator** reads on-screen text and describes graphics.
   - **Set up High Contrast** changes the Windows color scheme to use high-contrast colors.

   You can also use the Ease of Access Center to:
   - Use the computer without a display, mouse, or keyboard
   - Make the computer display easier to see
   - Make the mouse and keyboard easier to use
   - Use text or visual alternatives for sounds

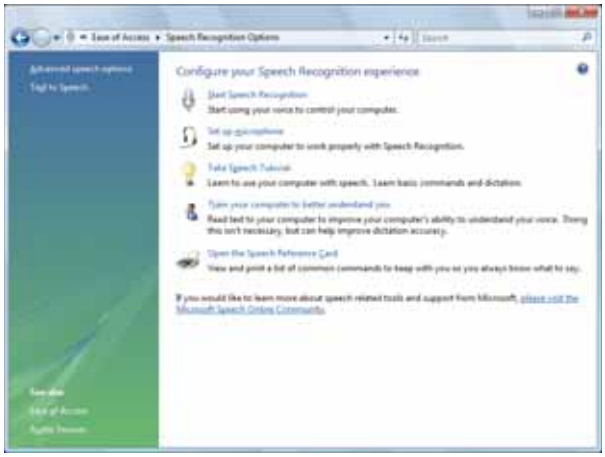
   ■

Using voice recognition

You can attach a microphone to your computer and configure Windows to create typed text from your voice.

To set up voice recognition:

1. Click (**Start**), **Control Panel**, **Ease of Access**, then click **Speech Recognition Options**. The *Speech Recognition Options* window opens.



2. Click one of the following settings to start setting up speech recognition:
   - **Start Speech Recognition** turns on speech recognition. With an attached microphone, you can then control your computer using voice commands.
   - **Set up microphone** configures your attached microphone to work correctly with speech recognition.
   - **Take Speech Tutorial** helps you learn how to use speech recognition.
   - **Train your computer to better understand you** helps you create several voice samples that your computer can use to better recognize the words you speak.
   - **Open the Speech Reference Card** lets you view and print a list of common voice commands.
3. You can also click **Text to Speech** on the left of the window to configure your computer's settings for reading aloud on-screen text.

■

Setting up parental controls

You can use parental controls to:

- Control and monitor the Internet activity of your children
- Block inappropriate games and programs
- Schedule the times your children can use the computer
- Print activity reports that contain a detailed history of computer use

To use parental controls most effectively, you should set up a separate user account for each of your children. For information on setting up user accounts, see "Adding and modifying user accounts" on page 76.

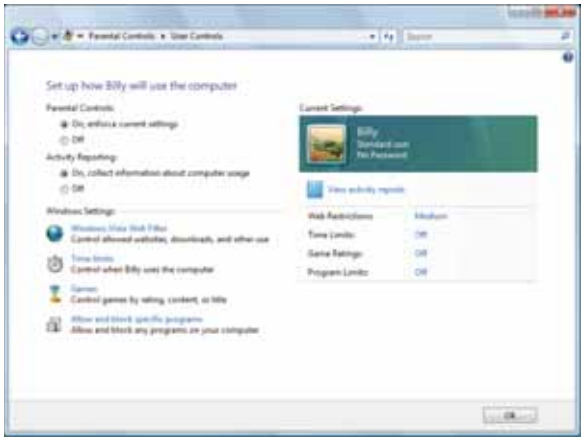
Important
You must be logged in to an administrator account to set up parental controls. You cannot set up parental controls for an administrator user account.

Filtering Internet access

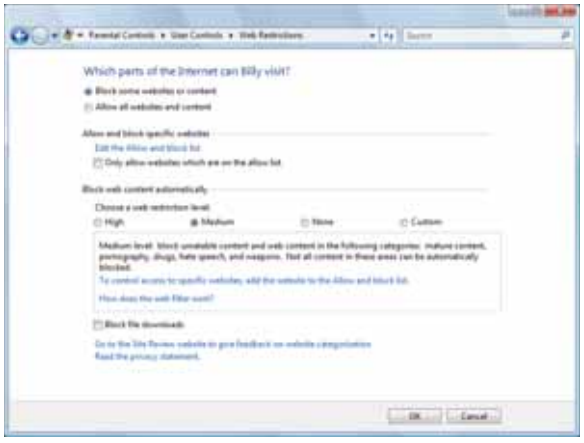
You can specify the type of Internet content that can be accessed by a user.

▶ **To set up Internet filtering:**

1. Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.
2. Click the user account to set up restrictions for. The *User Controls* dialog box opens.



3. Click **On, enforce current settings**, then click **Windows Vista Web Filter**. The *Web Restrictions* dialog box opens.



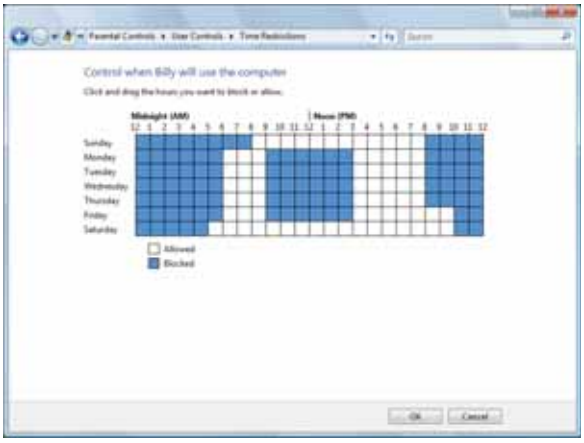
4. Specify the settings you want to use for this user, then click **OK**. The settings are saved.

■

Scheduling computer and Internet use

▶ **To schedule the times a user can access the Internet:**

1. Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.
2. Click the user account to schedule for, then click **Time limits**. The *Time Restrictions* dialog box opens.



3. Click inside the grid to set when the user can access the computer. Blocked hours are blue, and allowed hours are white.

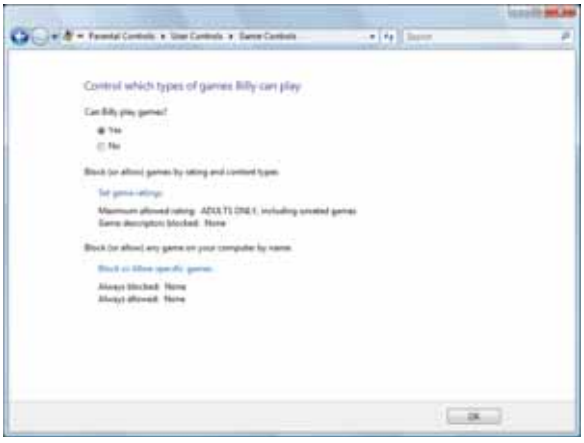
■

Restricting game access

You can restrict games by game ratings, or you can specify the games which are not allowed.

▶ **To restrict games by game ratings:**

1. Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.
2. Click the user account to set up restrictions for, then click **Games**. The *Game Controls* dialog box opens.



3 Click **Set game ratings**. The *Game Restrictions* dialog box opens.

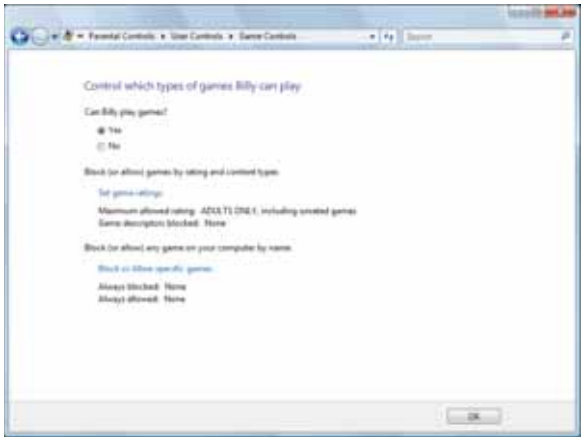
4 Click the level of games you want allowed, then click **OK**. The settings are saved.

■

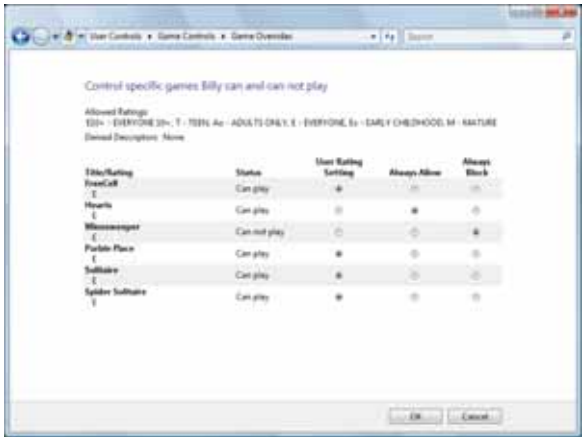
▶ **To restrict specific games:**

1 Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.

2 Click the user account to set up restrictions for, then click **Games**. The *Game Controls* dialog box opens.



3 Click **Block or Allow specific games**. The *Game Overrides* dialog box opens.



4 Click the level of access you want for each game listed, then click **OK**. If the game you want to restrict access to is not shown on the list, see "Restricting specific programs" on page 84.

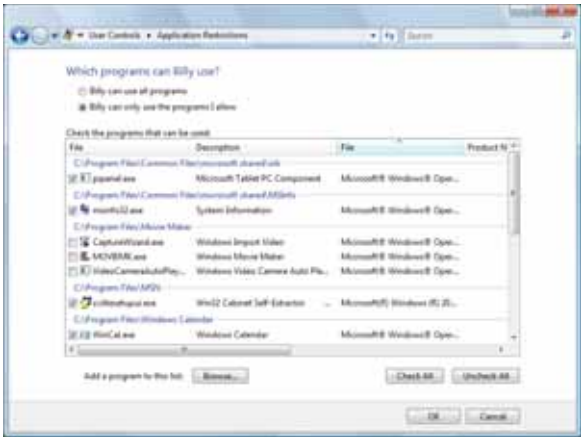
■

Restricting specific programs

▶ **To restrict specific programs:**

1 Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.

2 Click the user account to set up restrictions for, then click **Allow and block specific programs**. The *Application Restrictions* dialog box opens.



3 Click **[User name] can only use the programs I allow**, click the checkbox for each program you want to allow access to, then click **OK**.

Tip
Click **Check All**, then click to uncheck the checkboxes of the programs you want to restrict access to.

■

Creating activity reports

▶ **To create a report of a user's computer and Internet use:**

1 Click (**Start**), **Control Panel**, then under **User Accounts and Family Safety**, click **Set up parental controls for any user**. The *Parental Controls* dialog box opens.

2 Click the user account to create a report for, then click **View activity reports**. The activity report is displayed.

The activity report includes such information as:

- Top 10 Web sites visited
- Most recent 10 Web sites blocked
- File downloads
- Applications run
- Logon times

■

Index

A

access point
  setting up **49**
  using **48**
accessibility
  high contrast color scheme **79**
  Magnifier **79**
  Narrator **79**
  on-screen keyboard **79**
  settings **79**
accessing
  shared drives **54**
  shared files **54**
  shared folders **54**
accounts
  Internet **19**
  ISP **19**
  user **76**
  Windows user **59**
adding
  user accounts **76**
address
  e-mail **21**
  Web **20**
AU file
  playing **30**
audio
  playing **30**
  recording file **33**
audio CD
  adding tracks to library **35**
  editing track information **35**
  playing **31**
AVI file
  playing **30**

B

background
  changing Windows **69**
BigFix **66**
Bluetooth network **55**
  installing device **55**
  installing printer **55**
  personal area network **55**
Blu-ray Disc
  playing **31**
broadband Internet connection **18**, **46**, **49**
browser
  Web **18**, **19**
browsing for files and folders **13**

C

cable modem **19**, **44**, **46**
CD
  adding tracks to library **35**
  creating audio **36**
  creating data **39**
  editing track information **35**
  playing music **31**
Certificate of Authenticity **4**
clipboard **10**
close button **9**
closing
  program **9**, **16**
  window **9**, **16**
color
  changing scheme **69**
  depth **68**
  high contrast scheme **79**
computers
  naming **49**
configuring
  router **50**
  TCP/IP protocol **50**
connecting
  to Internet **19**
  to Web site **20**
connections
  monitor (VGA) **73**
  projector **73**
  VGA **73**
copying
  files across network **54**
  files and folders **10**, **16**
  text and graphics **16**
creating
  data disc **39**
  desktop icon **8**
  desktop shortcut **8**
  document **14**
  folder **10**
  MP3 file **34**
  music file **34**
  video DVD **37**
  WMA file **34**
customizing **67**
cutting
  files and folders **10**

D

deleting files and folders **6**, **11**, **16**
desktop
  adding icon **8**
  adding shortcut **8**
  adjusting settings **68**
  changing background **69**
  changing color scheme **69**
  extending **73**
  selecting screen saver **70**
  using **6**
  using Start menu **7**
DHCP **44**, **50**
disconnecting from Internet **19**
display
  using screen saver **70**
documentation
  Gateway Web site **2**
  help **2**
  Help and Support **2**
  online help **4**
documents
  creating **14**
  opening **14**
  printing **15**
  saving **14**
downloading files **21**
drivers
  updating **2**
drives
  mapping network **54**
  sharing **52**
  un-sharing **53**
  viewing contents **9**
  viewing files and folders **9**
DSL modem **19**, **44**, **46**
DVD
  creating data **39**
  creating video **37**
  playing **31**
Dynamic Host Configuration Protocol **50**

E

Ease of Access Center **79**
editing
  music track information **35**
e-mail
  address **21**
  checking for messages **22**
  sending **21**
  using **18**, **21**
Ethernet network
  See wired Ethernet network
  See wireless Ethernet network

F

Fast Ethernet **44**
faxes
  canceling **26**
  receiving and viewing **26**
  sending **23**, **26**
  sending from program **26**
  sending scanned image **26**
  setting up cover page template **26**

files
copying **10**, **16**
cutting **10**
deleting **6**, **11**, **16**
downloading **21**
finding **12**, **13**
moving **10**
opening **7**
opening shared **54**
pasting **10**, **16**
recovering **11**
renaming **16**
searching for **12**, **13**
sharing **52**
un-sharing **53**
viewing list **9**
finding
files and folders **12**, **13**
Help and Support topics **3**
folders
copying **10**, **16**
creating **10**
cutting **10**
deleting **6**, **11**, **16**
finding **12**, **13**
moving **10**
opening **9**
pasting **10**, **16**
recovering **11**
renaming **16**
searching for **12**, **13**
sharing **52**
un-sharing **53**
viewing list **9**

G

gadgets
adding **71**
changing **71**
configuring **71**
configuring Sidebar **72**
using control panel **72**
game access
restricting **82**
Gateway
Web address **2**
Web site **2**
Gigabit Ethernet **44**

H

HD-DVD
playing **31**
help
Media Center **3**
online **4**
using **2**
Help and Support **2**
searching **3**
starting **3**
hyperlinks **19**

I

Internet
account **19**
connecting to **19**
downloading files **21**
filtering **81**
requirements to access **18**
using **18**
Internet Explorer **18**
Internet service provider (ISP) **18**
connecting to **19**
disconnecting from **19**
setting up account **19**
IP address **44**
entering **50**
ISP
See Internet service provider

K

Kensington lock slot **58**
keyboard
on-screen **79**
shortcuts **16**

L

label
Microsoft Certificate of Authenticity **4**
LAN **44**
LCD panel
using screen saver **70**
links **19**
local area network (LAN) **44**
lock slot
Kensington **58**

M

maintenance
virus protection **59**
mapping network drives **54**
maximize button **9**
McAfee SecurityCenter **59**
Parental Controls **63**
Personal Firewall Plus **59**
Privacy Service **60**
scanning for viruses **60**
Spamkiller **60**
starting **60**
updating **60**
VirusScan **59**
Media Center
See Windows Media Center
Media Player
See Windows Media Player
menu bar **9**
messages
checking e-mail **22**
sending e-mail **21**
Microsoft Certificate of Authenticity **4**
MIDI file
playing **30**
minimize button **9**
modem
cable **19**, **44**, **46**
dial-up **18**
DSL **19**, **44**, **46**
monitor
color quality **73**
controls **68**
screen resolution **73**
setting up multiple **73**
using screen saver **70**
mouse
changing settings **75**
using Magnifier **79**
moving
files **10**
folders **10**
MP3 file
creating **34**
editing track information **35**
playing **30**
MPEG file
See MP3 file
multimedia
playing audio CD **31**
playing DVD **31**
recording audio **33**
using Windows Media Player **30**
music library
building **35**
editing **35**
music tracks
copying **34**
creating CD **36**

N

name
computer **49**
workgroup **49**
naming
computers **49**
workgroup **49**
Narrator **79**
network

Bluetooth **55**
testing **52**
using **53**
wired Ethernet ***44***
wireless Ethernet **47**

O

online help **2**, ***4***
opening
documents **14**
files **7**
files across network ***54***
folders **9**
programs **7**
optical disc
creating data **39**
playing **31**
Outlook **18**
Outlook Express **18**

P

PAN ***44***
parental controls
activity reports ***84***
blocking specific games **83**
game ratings **82**
Internet filtering **81**
restricting game access **82**, **83**
restricting programs ***84***
scheduling computer use **82**
scheduling Internet access **82**
setting up **80**
time limits,setting **82**
password
hard drive **58**
startup **58**
pasting
files and folders **10**, **16**
text and graphics **16**
personal area network (PAN) ***44***
playing
audio CD **31**
audio file **30**
Blu-ray Disc **31**
DVD **31**
HD-DVD **31**
multimedia files **30**
music CD **31**
video files **30**
Windows Media Player file **30**
power
changing plans **77**
plans **77**
schemes **77**
printer
adding Bluetooth **55**
sharing **53**
printing
documents **15**
files across network **55**
programs
closing **16**
opening **7**
restricting ***84***
projector
color quality **73**
connecting **73**
screen resolution **73**

R

recording
audio file **33**
CD tracks ***34***
recovering files and folders **11**
Recycle Bin **6**
deleting files and folders **11**
emptying **12**
recovering files and folders **11**
remote control
Windows Media Center ***42***
removing files and folders **6**, **11**, **12**, **16**
renaming files and folders **16**
resolution
changing screen **68**
restoring files and folders **11**
router
configuring **50**
example network ***44***
setting up **46**, ***47***
using ***44***

S

saving
documents **14**
scheduling
computer use **82**
screen
adjusting settings **68**
resolution **73**
saver **70**
screen saver
changing **70**
Search utility **12**
searching
for files and folders **12**, **13**
in Help and Support **3**
security
BigFix **66**
data **58**
hardware **58**
lock slot **58**
McAfee SecurityCenter **60**
password **58**
user accounts **59**
virus protection **59**
Windows Security Center ***64***
Windows Update **65**
wireless Ethernet **51**
Shared Documents folder **76**
sharing
drives **52**
folders **52**
printer **53**
shortcuts
adding to desktop **8**
closing programs **16**
closing windows **16**
copying **16**
deleting files and folders **16**
keyboard **16**
pasting **16**
renaming files and folders **16**
selecting adjacent items in list **16**
selecting items in list **16**
switching between files, folders, or programs **16**
Sidebar
configuring **72**
gadgets **72**
software
See programs
sound
changing system ***74***
scheme ***74***
Sound Recorder
recording audio **33**
speech recognition **80**
Start button **6**
Start menu **7**
starting programs **7**
subnet mask ***44***
entering **50**
support
using **2**

T

taskbar **6**
TCP/IP protocol
configuring **50**
telephone
canceling fax **26**
installing Windows Fax and

Scan **23**
receiving and viewing faxes **26**
sending fax **26**
sending fax from program **26**
sending scanned image fax **26**
setting up fax cover page template **26**
testing network **52**
text to speech **80**
title bar **8**
transferring
files from Internet **21**

U

un-sharing
drives **53**
folders **53**
updating
device drivers **2**
McAfee SecurityCenter **60**
Windows **65**
user accounts
adding in Windows **76**
deleting **76**
switching in Windows **76**

V

VGA port **73**
video
playing **30**
viewing
shared drives **54**
shared folders **54**
virus
protecting against **59**
removing **59**
voice recognition **80**

W

WAN **44**
WAV file
playing **30**
Web browser **18**, **19**
Web page **19**
Web site **19**
connecting to **20**
downloading files **21**
Gateway **2**
wide area network (WAN) **44**
window **8**
changing colors **69**
close button **9**
closing **9**, **16**
maximize button **9**
menu bar **9**
minimize button **9**
title bar **8**
Windows
changing background **69**
clipboard **10**
Product Key Code **4**
Search utility **12**
user accounts **59**
Windows DVD Maker **37**
Windows Fax and Scan **22**
Windows Media Center **40**
help **3**
starting **40**
Windows Media Player
building music library **35**
creating MP3 **34**
creating music files **34**
creating WMA files **34**
editing tack information **35**
playing audio CD **31**
playing audio file **30**
playing Blu-ray Disc **31**
playing DVD **31**
playing HD-DVD **31**
playing optical disc **31**
viewing video file **30**
Windows Security Center
icon **6**
using **59**
Windows Update **65**
wired Ethernet network **44**
equipment needed **45**
example **44**
installing cards **46**
installing drivers **46**
setting up **46**
wireless Ethernet network **47**
connecting to **50**
equipment needed **48**
installing cards **49**
installing drivers **49**
security **51**
setting up **49**
WMA file
creating **34**
editing track information **35**
playing **30**
Wordpad **13**
workgroup
naming **49**
World Wide Web (WWW) **19**
downloading files **21**

MAN GW GENERIC DT USR GDE V R1 2/07
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